



Falkland Islands Government – Job Description

Job Title:	Careers Officer		
Department:	Education	Section:	Falklands College
Reports to:	Careers Lead		
Grade:	Falkland Islands Government Grade D1	Job Code:	252CD1

Job Purpose

As a Careers Officer, you will provide impartial job, training and study-related advice in order to help individuals make decisions about their career options and to reach their full potential and support lifelong learning. You will also work with the Careers Lead to promote career events to people in the Islands and students studying overseas.

Main Accountabilities:

- Assist the Careers Lead with the identification of training and development needs in the islands and organise suitable events and training opportunities to ensure these needs are met.
- Provide careers advice and guidance to all sectors of the community, In a classroom setting KS1 to KS4, to overseas students via social media or in a 1-1 setting
- Deliver high quality lessons following the Gastby benchmark for Careers Education & Guidance.
- Promote careers advice and guidance for FIG staff and work with the Human Resources Department when needed.
- Organise Careers events and other development sessions, liaising with public and private sector employers and provide advice to those attending the various forums.
- Working closely with the private and public sector to understand and promote career opportunities within the Islands. This will include but not be limited to:
 - interviewing people one-to-one or in small groups to discuss their career or education options
 - listening to their ideas and career aims and identifying skills gaps and how to deal with them
 - helping clients identify and consider the range of choices available to them and outline possible ways forward
 - helping clients develop their own career management skills
 - drawing up action plans for employment, education and training and supporting clients to achieve these goals
 - discussing with clients how to overcome any barriers to reaching their goals and refer them to other organisations for advice where appropriate
- Liaise with students overseas and keep them informed of career opportunities and developments in the Falkland Islands.
- Writing careers literature and keeping prospectuses and other publicity material up to date.



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Person Specification:

Careers Officer

Main Accountabilities: *(continued)*

- Provide careers advice, support, information and guidance to clients on vocational and distance learning courses, as required.
- Work with the Falkland College Office Manager to help people on the Employment & Enablement Programme with careers guidance and identifying appropriate training courses.
- Participate in consultation and open evenings and other school-based activities as appropriate which may take place outside of normal FIG working hours.
- Assist the Apprenticeship Co-ordinator with careers guidance for those on the Apprenticeship programme.
- Promote returning students qualifications and organise opportunities for them to meet with private & public sector employers.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Monitor, assess and record student's career aspirations, providing feedback and setting targets for further development and raising student achievement.
- Provide reports to parents on their child's career decisions and involve parents in understanding their child's career choices as necessary.
- Regular contact with UK training organisations is essential, as is an up to date knowledge of UK training initiatives.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

A high degree of confidentiality must be maintained at all times as the post holder has access to confidential files and has to deal with difficult and sensitive personnel matters.

The post holder is expected to work towards obtaining appropriate qualifications enhance their ability to provide excellent career education and guidance to the Falkland Islands residents.



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Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Careers Officer		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
An undergraduate degree in a relevant discipline or equivalent professional qualifications or suitable relevant experience working in a similar role at the same level	✓		A
A clean, full manual driving licence	✓		A
Level 3 in an education related qualification (E.G. STLS, Education & Training)		✓	A
QCF Level 6 Diploma in Career Guidance and Development		✓	A
Knowledge, Skills and Experience:			
A minimum of five years' relevant work experience in the field of training and development	✓		A/I
Three years' experience of effective team leadership and management	✓		A/I/R
Knowledge of child and adult protection and safeguarding	✓		A/I/R
Good research skills for finding out information about a range of careers and training opportunities	✓		A/I/R
Experience of monitoring, assessing, recording and reporting of clients' progress	✓		A/I/R
Able to work within, and contribute to, a coaching and mentoring environment	✓		A/I/R
Possesses good interpersonal skills and an understanding of the value in shared practice	✓		I/R
Ability to communicate effectively (both orally and in writing) to a variety of audiences and demonstrate excellent classroom management.	✓		A/I/R
Excellent organisational, analytical and problem-solving skills	✓		A/I/R
ICT literate with good working knowledge of all Microsoft programmes	✓		A/I/R
Ability to establish and develop constructive relationships with parents/carers and the community	✓		A/I/R
Clear ability and evidence of working effectively as a member of a team	✓		I/R
Experience of working with clients for whom English is an additional language	✓		A/I/R



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Person Specification:	Careers Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience: (Continued):			
Experience of producing displays and informative posters in educational settings.	✓		A/I/O
Demonstrates vision and a proactive approach to progressing training and development opportunities for Falkland Islands residents	✓		A/I
Ability to work to strict deadlines and forward plan effectively.	✓		I/R
Good knowledge of FIG's FE, HE and CDS policies and procedures		✓	A/I/O
Experience of drafting formal reports		✓	A/I/R
Personal Attributes:			
Demonstrates a commitment to continuous and professional development	✓		A/I/R
Demonstrates a commitment to differentiate materials to meet clients' needs	✓		I/R
Demonstrates an empathetic and non-judgemental approach to clients	✓		I/R
Has a good understanding of the issues around maintaining and working within confidential boundaries	✓		I/R
Capacity to work out of hours as required	✓		I/R
Positive, approachable, committed, enthusiastic and able to work independently in an effective manner	✓		I/R
Inspires trust and confidence and maintains an empathetic, non-judgmental and ethical approach to clients	✓		I/R
Resilient and can stay calm under pressure	✓		I/R
Ability to contribute to community life	✓		AI/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other