

## Careers and Inclusion Officer

Criteria		Essential		Desirable	Assessment
Education/Training	E1	Level 3 qualification in a relevant field or equivalent qualification/experience in a relevant discipline.	D1	Hold, or are willing to work towards, the Level 6 Diploma in Career Guidance and Development within two years, supported by the Academy.	Application Form.
	E2	At least 5 GCSE's or equivalent, Grade C or above including Maths and English			
Knowledge / Experience	E3	Experience of general administrative, coordination or project support role.	D2	Experience of organising or coordinating activities, events, or programmes	Application Form Interview Assessment References
	E4	Experience of working with young people, schools, or education/community settings/public sector	D3	Experience of social media and developing communication content to share with external partners, parents/carers.	
	E5	Experience of communicating with various stakeholders internal and external including employers or partners, using written and verbal communication	D4	Knowledge of the Gatsby Benchmarks and careers guidance frameworks	
	E6	Experience of IT packages including Word, Excel and a management information system.	D5	Understanding of local labour market information and growth sectors	
Skills	E7	Strong organisational and administrative skills with high attention to detail	D7	Ability to present information confidently to groups (students, staff or employers)	Application Form Interview Assessment References
	E8	To be able to communicate effectively both orally and in writing with colleagues, employers and partners			
	E9				



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## Person Specification



	E10	To work as part of a team and form good relationships with other colleagues across multiple schools and partners			
	E11	To maintain confidentiality over matters relating to pupils, staff, parents or external stakeholders.			
	E12	To be accurate, methodical and take pride in your own work.			
		Ability to manage competing priorities and meet deadlines within a funded programme			
Personal Attributes	E13	Flexible and adaptable approach to work across different schools and settings	D8	Interest in careers education, inclusion, employability and regional economic development	Interview Assessment References
	E14	Strong teamwork skills with a collaborative mindset			
	E15	Passionate about improving outcomes and opportunities for young people			
	E16	Willingness to undertake training and development related to the role and programme requirements			
	E17	Ability to learn from self-evaluation			
	E18	To be able to exercise initiative and work independently.			
	E19	Supportive of the ethos of St Aidan's Catholic Academy, the partner schools and the aims of the Future Ready Sunderland programme			