



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

JOB DESCRIPTION

Job Title:	GO Wales (AtWE) Project Advisor
Department	Employability - Careers
Location:	Cyncoed / Llandaff
Grade:	5A
Salary:	£30,942 per annum
Tenure:	Fixed Term until 31/01/2022
Hours	30 hours per week

Role Summary:

This is a key post that will contribute to the ambitions of the University's new Strategic Plan 2017/18 – 2022/23.

To be part of a small team at Cardiff Metropolitan delivering the GO Wales "Achieve through Work Experience" project. To work with academic and professional staff to generate referrals of students under the age of 25 requiring higher levels of employability support, including those with disabilities, those from minority ethnic backgrounds and those from low participation neighbourhoods. To put in place a series of interventions to improve their employability, including paid and unpaid work experience.

To administer the process of providing and reclaiming work placement subsidies to employers and ensuring students' additional needs are met (eg physical access, transport, support workers, creche payments.)

Principal Duties and Responsibilities:

1. To promote the GO Wales "Achieve through Work Experience" project at Cardiff Metropolitan University through liaison with academic and

professional services' staff (in particular Student Services) to generate referrals.

2. To design, deliver and/or refer students to employability enhancing interventions, tracking students' progress against an employability measure after each intervention. These will include:
 - career guidance, coaching and practical support (eg CV, application and interview skills);
 - employment preparation and confidence building programmes;
 - careers presentations/workshops;
 - short unpaid and longer paid work experience opportunities.
3. To maintain contact with students on the programme in a coaching/mentoring capacity in order to sustain their engagement and ensure they gain maximum benefit.
4. To take a proactive role in the development of employer contacts and information.
5. To negotiate bespoke work placements and work tasters for participating students with local employer hosts.
6. To carry out Health and Safety checks and complete associated documentation to ensure the safety of placements and tasters.
7. To work with candidates and employers to ensure all relevant paperwork is completed to the necessary standard and within agreed timescales.
8. To prepare internal claims for reimbursement of project costs (eg employer subsidies, student travel costs and special support arrangements), recording costs claimed in a central spreadsheet.
9. To be responsible for completion of own administration using the appropriate systems and resources provided, and for compliance with all financial procedures required by Cardiff Metropolitan University and HEFCW, ensuring that all costs are correctly coded and are compliant with project guidelines.
10. To monitor and review all activities to ensure continuous improvement and adherence to quality assurance guidelines.
11. To liaise with other graduate careers services and contribute to the work of AGCAS, the HE Careers Services' professional body.
12. Any other relevant duties as directed by the Head of Careers, commensurate with the grade of the post.

Additional Information:

This post is funded under the GO Wales programme, which is managed by the Higher Education Funding Council for Wales and sponsored by the Welsh

Assembly Government with additional funding from the European Social Fund. Apportionment of the GO Wales Achieve through Work Experience Project Adviser's activity will be 41% to West Wales and the Valleys and 59% to East Wales

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



**Cyflawni drwy
Brofiad Gwaith**
Achieve through
Work Experience

Achieve through
Work Experience





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PERSON SPECIFICATION

Post: GO Wales Project Advisor

Unit/School: Employability - Careers

***Key**

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education & Qualifications (Essential)	Higher Education qualification or equivalent Diploma/Qualification in Career Guidance or NVQ Level 4 in Advice and Guidance or AGCAS Postgraduate Diploma in CEIG HE, or equivalent experience gained in a guidance, coaching or recruitment role. A commitment to continuous professional development	✓ ✓ ✓		
Education & Qualifications (Desirable)				
Knowledge (Essential)	In-depth and current knowledge of the local and national graduate labour market and its skills base A good understanding of the concepts of 'Employability' and 'NEET' An appreciation of the barriers to employability faced by certain groups of university students, and consequent support/development needs Thorough and current understanding of Equalities legislation and knowledge of Health and Safety regulations	✓ ✓ ✓ ✓	✓ ✓ ✓	
Knowledge (Desirable)	Understanding of the aims and objectives of relevant Cardiff Metropolitan University strategies and the role of the Careers Service within these Knowledge of theories underpinning the practice of career guidance	✓ ✓	✓ ✓	

Skills and Abilities (Essential)	Skilled in providing career guidance and coaching to a range of clients	✓	✓	
	Sensitivity and empathy towards clients and colleagues	✓	✓	
	Able to run effective workshops with large and small groups	✓	✓	
	Oral communication – able to explain complex issues clearly to a range of clients and colleagues	✓	✓	
	Able to influence, persuade and inspire others	✓	✓	
	Networking, liaison and referral skills	✓	✓	
	Able to work in a team	✓	✓	
	Able to manage own workload and demonstrate initiative	✓	✓	
	Planning and organising skills	✓	✓	
	Skilled in operating computer systems e.g., word processing, spreadsheets, databases, internet, e-mail and electronic calendar management	✓	✓	
Able to generate correspondence and reports requiring analytical skills and with high levels of attention to detail	✓	✓		
Skills and Abilities (Desirable)				
Experience Paid /Unpaid (Essential)	Employment in a role providing support to individuals relating to recruitment activities e.g., careers advisory, coaching, HR, graduate recruitment etc.	✓	✓	
	Networking with a range of external clients, e.g. employers and professional bodies	✓	✓	
	Contributing to the development of business planning objectives or new projects	✓	✓	
Experience Paid /Unpaid (Desirable)	Work with clients at risk of being NEET	✓	✓	
	Work with disabled clients and/or those from BME backgrounds	✓	✓	

Other Requirements (Essential)	Able to demonstrate a commitment to equal opportunities, including the promotion of good practice in recruitment and selection	✓	✓	
Other Requirements (Desirable)	The ability to speak Welsh	✓	✓	