

JOB DESCRIPTION	
Department:	The Language Gallery – HE
Position:	Careers Services and Progression Manager Full-time
Reporting to:	Operational Manager
<p>Role Summary</p> <p>The Careers Services and Progression Manager will provide effective impartial advice and guidance regarding future study and career choices to existing students and alumni of The Language Gallery (TLG).</p> <p>The postholder will serve current students, either through drop-in or appointment, as well as through the tutorial support programme of paramount importance for current students will be progression. To support this and other functions, a series of publications and hand-outs will be produced by the service to promote provision and inform students of their options.</p> <p>The postholder will plan progression workshops throughout the year and all locations to progress our students.</p> <p>The Career Services and Progression Manager will be expected to work closely with the Operations Manager in delivering a range of career services and employer related events and be active in working with key departments within the school in ensuring the smooth delivery of these services. A key aspect of this role will be to take ownership of the institutions’ needs, and proactively meet with students and engage in their career development. Business Development will be a key aspect, sourcing internships/Job opportunities for students.</p>	
Key Responsibilities:	
<ul style="list-style-type: none"> • Provide impartial careers and progression information, advice and guidance on an individual or group basis. • Advising students and staff on Higher Education Student Finance and delivering advice and guidance to the Higher Education cohort. • Maintain records and undertake qualitative and quantitative monitoring of the institution’s careers education and guidance services. • Maintain and update all careers information and resources within the institution, ensuring the careers centre is equipped with paper-based and software resources to support careers education and guidance. • Support the work of the Admissions /Student Engagement team in guiding and supporting applicants or referrals with impartial advice and guidance. • Liaise with staff across the College with any issue relating to Careers advice and guidance. • Liaise and work closely with external bodies, including Employers, industry specialists, career guides and others as required by each institution. • Attend Open Day events as required. 	

- Be a proactive ambassador for the wider student support and enrichment teams, promoting the services through a variety of mediums such as team meetings, service films, websites, presentations, workshops, newsletter, e-bulletins etc.

Business Development:

Sourcing internships and placing students

Developing relationships with businesses (local and global)

Responsible for developing relationships with corporates.

Responsible for planning and executing career fairs/ career days for students.

Set agreed internship/ job offers for students, as agreed with Head of careers & programme directors.

Provide 1-2-1 careers guidance, counselling, and information to students:

Provide face to face guidance to student, including CV and CL review, Applications review,

Help with online applications.

Help with career setting, direction, management & action plans.

Providing guidance on setting up own business & entrepreneurship activities, achieving 4.0/5 on all feedback/evaluation forms

Deliver Career Learning & Development Programme:

Work with head of careers in creating training materials for workshops and deliver where appropriate, achieving feedback over 4.0/5

Provide progression workshops delivering set targets

General Duties of the Post

Be the first point of contact for students enquires regarding career services.

Help students make decisions, develop strategies, and carry out career plans as well as advising on how to present themselves effectively at interviews and cope with the transition from higher education to employment.

Researching and writing information on local and national career opportunities and producing publicity material and career information

In consultation with Head of Careers Services, develop web-based materials for use by students, graduates, employers, and academics.

As a part of the Career Services, organise programmes of employer recruitment visits, careers fairs and other events.

Liaising with academic and administrative staff to promote the use of the service by students.

Creating reports on monthly usage of services.

Other Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.

- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness
- Demonstrate excellent Customer Services in dealing with all customers.

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
Education	First Degree, HND in a business discipline or equivalent experience	Master's Degree in a relevant field
Skills	Strong knowledge and understanding of the Widening Participation student body.	Proficiency in networking, data analysis and technology platforms to inform talent and business development strategies.
	Excellent interpersonal and communication skills to effectively engage with students, industry professionals, and external stakeholders.	Ability to negotiate and establish partnerships with industry stakeholders
	Exceptional organisational and project management skills to oversee multiple initiatives simultaneously	
	Familiarity with marketing and communications principles and experience in reviewing and approving copy, design and related materials.	
Experience	Proven experience in talent development, or related roles.	

	Demonstrable success in providing guidance and mentorship to students.	Previous involvement in industry partnerships and outreach programs
	Established network of industry contacts.	
Personal Characteristics	Passion for business and a genuine interest in supporting and developing students.	
	Entrepreneurial and commercial mindset with a proactive and innovative approach to problem-solving	
	Strong networking skills and the ability to build and maintain relationships with a wide range of people.	
	Flexibility and adaptability to thrive in a fast-paced and evolving environment	
	Ethical and professional conduct with a commitment to promoting diversity and inclusion	

I confirm that I have read, understand and accept the Role Responsibilities as identified above; and acknowledge that this Job Description is subject to change in line with the Business Requirements in place from time to time.

Signature:

Date: