



## Creative Industries Employment & Careers Adviser

**Provide information, advice and guidance to help people make realistic choices about their education, training and work options in the creative & cultural industries**

As a Creative Industries Employment and Careers adviser you'll provide impartial employment, job, training and study-related advice in order to help young people and young adults make decisions about their future and reach their full potential.

**Full-time & part-time hours available**

**PAYE (although freelancers would be considered)**

**12-month contract which will be extended into permanent contract upon satisfactory progress reviews at 6 months and 12 months.**

**Up to 27k per annum dependent on experience and qualifications**

**Potential Start Date: February 2021**

**Closing Date for Applications: Friday 8<sup>th</sup> January 2021 12.00pm**

**Shortlisting and notification w/b 11<sup>th</sup> January**

**Interviews w/b 18<sup>th</sup> January**

Do you want to help the next generation of talent get their foot in the door? Can you use your experience to provide information, advice and guidance for young people exploring their options and just starting out in careers in the creative & cultural industries?

Creative Alliance is a work-based learning provider delivering apprenticeships for employers in the creative, cultural, digital media, communications, advertising, marketing and PR sectors, working with some of the leading employers in these fields.

You'll be working alongside specialist Development Coaches with huge experience of working in the sector. You'll be able to draw upon their specialist knowledge and skills to inform your information, advice and guidance sessions and resources.

This is a brand new role for Creative Alliance. You could be someone from an Employment and Careers Education background looking to deepen their understanding of the creative industries or someone with a creative industries background, who is used to working with young people and looking to develop their knowledge and experience in the employment and careers education sector.

Although we are a work based learning provider and will be resuming some work and college based visits in 2021 the majority of the role will be delivered on-line and from our centre in Birmingham. Your location is not a problem. We have people who work very effectively with us who live in Middlesborough, Mid-Wales and Portsmouth!

# Job Description

## Purpose of this Role

Provide information, advice and guidance to help people make realistic choices about their education, training and work options in the creative & cultural industries.

## Key duties and responsibilities

As a Creative Industries Employment and Careers adviser you'll provide impartial employment, job, training and study-related advice in order to help young people and young adults make decisions about their future and reach their full potential.

Duties and responsibilities include, but are not limited to:

- Delivering weekly small group advice and guidance sessions to people applying for our creative, digital and marketing apprenticeships.
- Working with partners in Careers and Enterprise Companies and in Local Authorities to deliver centre based and on-line sessions to young people, the professionals who work with them and parents about:  
The jobs people do  
The routes people take  
The skills and experience people need  
To get into sustainable work and start their careers in the Creative and Cultural Industries.
- Providing employment advice and guidance to young people so that they better understand and are able to effectively present themselves on paper, on-line and in person.
- Providing 1:2:1 advice and support for young adults employed on the Kickstart programme.
- Delivering training about how to set yourself up a freelancer in the creative industries.
- Collating existing Creative Industries Employment and Careers Resources into one guide.
- Creating new Creative Industries Employment and Careers Resources for Creative Alliance. The first will be an on-line portfolio of young adults from diverse backgrounds, experiences and abilities who call Birmingham their home and are successfully making a careers as ..... Artists, Designers, Developers, Events Managers, Filmmakers, Marketers etc. etc.
- Organising and running Creative Industries Careers Fairs.

## Role Requirements

You'll need to enable young people learn how to:

- Explore options for suitable careers
- Write a good CV and cover letter for the creative industries
- Navigate the job application process that may include portfolio presentations and tasks
- Understand the current labour market in the creative & cultural industries
- Develop technical and employability skills that employers and looking for
- Identify and apply for suitable training courses, higher education courses or apprenticeships
- Apply for available funding for courses and training.

You'll need to:

- Interview people one-to-one or in small groups to discuss their career or education options
- Listen to their ideas and career aims
- Identify skills gaps and how to deal with them
- Help young people identify and consider the range of choices available to them and outline possible ways forward
- Help young people develop their own career management skills & draw up action plans for employment, education and training and support clients to achieve these goals
- discuss with clients how to overcome any barriers to reaching their goals and refer them to other agencies for advice where appropriate.

You'll need to:

- use computer-aided guidance packages, skills assessment tools, career planners, psychometric tests and personal inventories
- communicate through face-to-face individual consultations or group work and engage with young people via email, online chat, social media or telephone.
- 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

### Skills and Experience Required

- A Degree, Higher education Qualification, or professional qualification.
- Professional competence in the area. This typically will have been gained through working in that industry for at least two years.
- Understanding of equality & diversity issues & how these impact on learning & assessment.
- Ability to identify & help learners overcome barriers to progress and achievement.
- Employment and / or Careers Education qualifications or demonstrate that are working towards these or will start upon appointment.
- Thorough understanding of working with partners.
- Experience of working with young people on a 1:2:1 and small group basis.

### Personal Qualities

- An effective communicator who is can collaborate with colleagues, employers and learners to achieve objectives & deal with people at all levels in a confident and professional manner.
- A commitment to delivering a high standard of work and continuous improvement.
- A 'can do' approach with an ability to be flexible
- Accuracy and attention to detail.
- Sensitivity in dealing with confidential information.
- Solution focused

### Additional Responsibilities

If you don't yet have the Employment and Careers Education qualification you will be expected to start working towards those on appointment.

### Accountability

You will report to our Quality Manager. Induction will be provided.

### Safer Recruitment

We operate a Safer Recruitment Process. References requesting if your referee knows of any reason why you should not work with children and young adults will be requested. We will require a current enhanced DBS Certificate and will need to regularly update your Safeguarding and Prevent accreditation with us.

### Applications process

To apply please send a CV & covering letter outlining your industry knowledge and skills, the organisations you have worked for as a professional practitioner and those you have worked with as a Trainer / Tutor / Assessor. Please email it to [noel@creativealliance.org.uk](mailto:noel@creativealliance.org.uk) by midday on Friday 8<sup>th</sup> January 2021.

