



**WOKINGHAM
BOROUGH COUNCIL**

Job Description

Job Reference

712350 / 710454

Job Title	Neet Prevention, Careers Advice & Tracking Officer		Revised 21/06/2024
Service	Children's Services	Team	NEET Prevention
Location	Hybrid/Shute End/ Community locations		
Reports to	Team Leader		
Grade:	Type of position:		Hours per Week:
6	Permanent		Full time

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

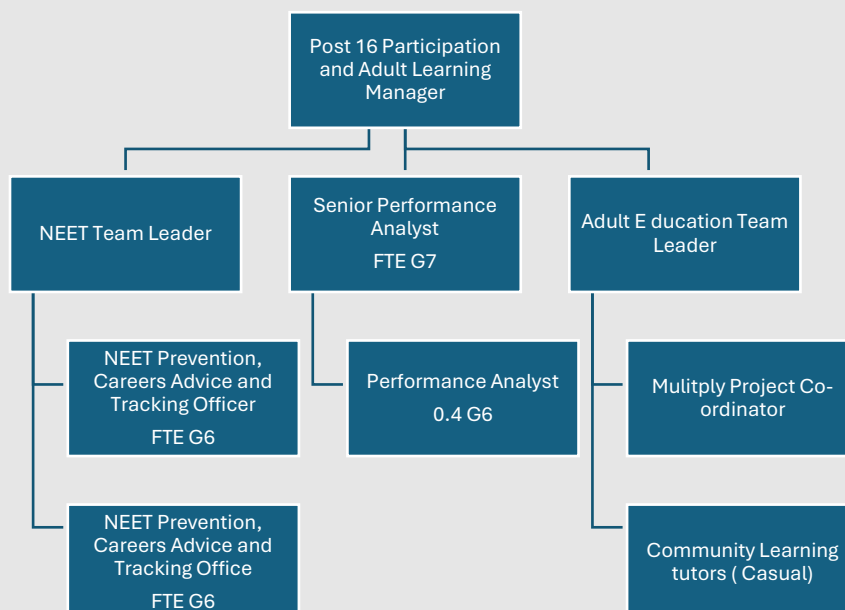
Service Purpose

The purpose of the service is to provide information, advice, guidance and support to young people between the ages of 16 and 19, and up to 24 if they have Special Educational Needs or Disabilities (SEND), to enable them to engage in Employment, Education or Training and make a successful transition to adult life.

General Description of the job

Provide information, advice, guidance and support to young people 16-19 (and up to 24 for those with SEND) on a range of career, employment and learning opportunities which will enable them to progress. To track the progress of young people and to intervene where appropriate.

Organisation Chart



Main Accountabilities of the post	
1.	Deliver high quality, impartial careers information, advice, guidance and support to young people who are not in education, employment or training (NEET) on your caseload, along with young people in education who are at high risk of becoming NEET.
2.	Provide appropriate support to the young people on your caseload by identifying and addressing any barriers to personal development, learning or work, through one to one interventions and referrals to relevant agencies.
3.	Agree achievable and aspirational action plans with the young people on your caseload, to support them in their career planning through the identification of their next steps.
4.	Effectively manage your personal caseload of young people through proactive monitoring of their progress, through regular review and through the recording of data and interventions on relevant MI systems, to appropriate timescales.
5.	Working from a variety of settings across the borough, actively support young people when applying for work, training or education using a range of approaches to help them achieve. This will include careers guidance, support with CV writing and application forms, interview techniques and advocacy work on their behalf.
6.	Utilise up to date labour market information to inform the guidance and support offered to young people accessing our service.
7.	Engage effectively in multi-agency working to develop knowledge of local education, employment and training provision, and assist other professionals supporting young people, to understand and access these.
8.	Work proactively to build and maintain effective relationships with a range of internal and external partners to raise their awareness of the NEET Prevention Service and ensure that the service receives suitable referrals.
9.	Support the service to actively seek the views of young people in the planning and delivery of services and the evaluation of outcomes.
10.	Support and contribute to the tracking requirements of the service and to update the database regularly and accurately.
11.	Ensure compliance with team quality standards related to one to one interventions, action plans and the accurate recording of data.
12.	To undertake any other duties as directed by the Team Leader.
Additional Corporate Responsibilities	
1	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success.
2	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
3	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.

4	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.	
5	Special Factors: Will be expected to travel regularly across the borough. Some early evening work will be required.	
<u>Scope</u>		
Resources	Facilities, equipment or systems within overall span of control	Based at Shute End/Home Working/Community Venues Across Wokingham
DBS Check required	Yes	

<u>Person Specification</u>		
Qualifications	Essential	Desirable
GCSE 4 or above in English and Maths	X	
Level 4 qualification in Careers Guidance, Information, Advice and Guidance or similar	X	
Level 6 qualification in Careers Guidance – required to progress to NL21 upwards	X	
Technical Skills.	Essential	Desirable
Ability to conduct effective one to one interventions with young people who are unemployed or at risk of unemployment	x	
Ability to effectively use assessment tools to identify risk and needs of young people	x	
Ability to produce informative and SMART action plans with young people and to implement and review them in a timely and effective manner	x	
Excellent communication skills, both verbal and written, pitched appropriately for internal and external partners, young people and their families	x	
Excellent organisational skills including ability to priorities and meet agreed deadlines	X	
Ability to work in a multi- agency team without direct supervision	X	
Knowledge	Essential	Desirable
A thorough understanding of the principles of safeguarding children and young people	X	

A thorough understanding of why young people become NEET and effective strategies to combat this	X	
An understanding of the statutory requirements placed on local authorities to support young people who are NEET	X	
An understanding of data protection protocols and how these impact on the work of the adviser	X	
Experience	Essential	Desirable
Relevant experience of working directly with vulnerable young people	X	
Relevant experience of working with employers and other opportunity providers to promote the employment/placement of young people		X
Experience of representing a service at multi-agency meeting and making effective contributions		X