

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 04242

Service Area: InspireU

Grade: G7 (click [here](#) for value)

Job Title: Deputy Careers Lead

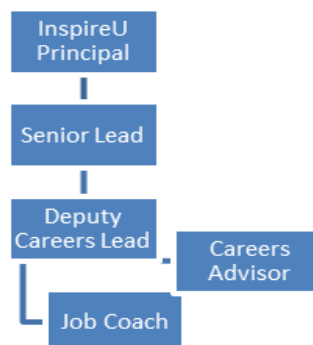
PURPOSE OF JOB:

The Deputy Careers Lead will play a pivotal role in the leadership and delivery of a high-quality careers education, information, advice and guidance (CEIAG) programme for post-16 learners, working closely with the Senior Careers Lead. This position focuses on helping young people, particularly those facing barriers to education or employment, to secure meaningful further education, training, or work opportunities. The role includes sourcing, coordinating, and matching work experience placements, ensuring they align with learners' skills and aspirations, and supporting the development of essential employability skills.

The Deputy Careers Lead will oversee the Careers Advice programme and line manage careers advice staff ensuring that learners receive high quality advice and guidance, and tracking destinations. The Deputy Careers Lead will organise and attend careers-related events, develop strong employer partnerships, and line manage job coaches to ensure learners receive appropriate support. The role also involves ensuring compliance with statutory careers guidance, Gatsby Benchmarks, and health and safety practices in the workplace, as well as contributing to Education, Health and Care Plans (EHCPs).

The successful candidate will have excellent interpersonal, organisational, and leadership skills, alongside experience in delivering careers guidance and employability training. They should be adept at building employer networks, managing staff teams, and working flexibly across multiple sites. A strong understanding of post-16 and post-18 pathways, local labour market trends, and workplace health and safety is essential. An IAG Level 6 qualification (or willingness to work towards it) and a commitment to equality, diversity, and safeguarding are also required.

TEAM STRUCTURE:



MAIN DUTIES:	
1.	Lead and manage all aspects of the careers advice programme, including planning, implementation, evaluation, and providing tailored guidance to students.
2.	Maintain up-to-date knowledge of post-16 and post-18 pathways, including apprenticeships, T Levels, higher education, and employment opportunities, and develop resources to support careers education.
3.	Develop and maintain strong relationships with external partners, including employers, training providers, and colleges/universities, and collect feedback to improve the programme.
4.	Track and report on student destinations, learner progress, and work experience opportunities.
5.	Line manage the Careers Advisors and job coaches, ensuring compliance with the Gatsby Benchmarks and statutory guidance for careers provision. Ensure that to support for learners is appropriate, reasonable adjustments are made, including withdrawal of support to increase independence.
6.	Deputise for the Senior Careers Lead as required.
7.	Source potential work experience opportunities for learners, including marketing and cold calling and also through attending careers events at schools and colleges.
8.	Job match work experience opportunities with the skills and aspirations of young people using high quality IAG and vocational profiling and quality employer data information.
9.	Support young people in developing transition plans and contribute to meetings and the EHCP Annual review process.
10.	Complete learner records, including the setting and reviewing targets to monitor and record learner progress within the provision and whilst on work experience using reviews, IAG and the MIS system effectively.
11.	Record, monitor, evaluate and report on the work experience opportunities for young people and the effectiveness of different opportunities by having an oversight of the labour market and through reviews, provision manager meetings, employment meetings, MIS system reports, baselines and case studies.
12.	Complete all work experience paperwork including work place risk assessments, health and safety audit and work place agreements and Access to Work funding claims, working collaboratively with job coaches for their input.
13.	To support the wider INSPIREU team by attending internal and external meetings, conferences, parents evening and open days, assisting with and presenting at workshops, undertaking presentations, supporting and informing working groups. Coordinate and support careers-related events, including employer visits, work experience, and careers fairs.
14.	To transport learners in own vehicle where required, to support the learner in attending work placements, job interviews, exams etc.
15.	INSPIREU has seven sites across Lincolnshire and there may be times where the Deputy Careers Lead is asked to provide support to other colleagues i.e. providing cover in other geographical areas as necessary.

16.	To maintain own continued professional development and attend relevant training and/ staff development programmes including wider networking as appropriate.
17.	Actively promote and embed equality and diversity, Core British values and the Prevent agenda.
18.	Actively contribute to the County Council's and INSPIREU's safeguarding children and vulnerable adults agenda.
19.	Take full responsibility for ensuring the Health & Safety of learners under their supervision.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to deliver high quality careers information, advice and guidance.	A,I	X	
Ability to match learners skills and qualities to realistic career goals and work experience opportunities through vocational profiling.	A,I	X	
Ability to build and maintain relationships with external organisations, including employers marketing, careers events, and maintain positive professional relationships.	A,I	x	
Ability to, line manage organise and coordinate staff teams to ensure that the needs of the provision, learners and the work experience providers are met, including organising careers events.	A,I	x	
Ability to set, review and monitor targets in order for learner to get the most from their programme.	A,I	x	
Ability to relate to learners who may have challenging behaviour.	A,I,	x	
Ability to reflect on own practice and have a positive approach to personal development.	A, I	X	
Ability to work as part of a team and direct staff to meet learner and programme needs.	A,I,	. x	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision.	A, I, T	X	
Excellent interpersonal skills and the ability to communicate effectively, verbally and in writing at all levels.	A,I	x	
Ability to use ICT effectively, as a means of communication, research, document production, the recording and filing and presentation of information.	A,I	x	
Driving licence and access to own vehicle.	A,I	x	
Ability to line manage and coordinate up to 8 job coaches and Careers advisors.	A,I, T	x	
Knowledge of Study Programmes and Supported Internships.	A,I	x	

Experience of delivering Careers Information, Advice and Guidance and Employability Skills.	A,I,T	x	
Knowledge of Health and Safety practices in the workplace.	A,I	x	
Experience of working with challenging vulnerable and high needs learners, including those with behaviour that challenges.	A,I	x	
IAG Level 6 Qualification / or willingness to work towards.	A,I	x	
Training in Systematic Instruction.	A,I	X	
Therapeutic Crisis Intervention Training	A,I	X	
English, Maths and ICT qualifications to at least level 2	A,I	x	
To work with National employers ensuring projects and enterprise are developed.	A,I,T	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.