

Careers Support Officer

Role Description and Person Specification

Job Title:	Careers Support Officer
Department:	College Office
Reports to:	Director of Development and Careers Tutor
Salary:	£24,000 per annum pro rata
Hours of work:	Part-time 3 days a week (0.6FTE)
Location:	Hybrid (minimum of 2 days a week on-site)
Contract:	2-year fixed term

Overview of the role

Clare College is committed to helping its students prepare for life beyond university. We seek to provide opportunities for students to build on their academic achievements, gain successful employment and embark on fulfilling and rewarding careers.

A key element in achieving this is the provision of careers support. The Careers Support Officer will support the Careers Tutor in delivering a careers service tailored to individual needs, leveraging the involvement of the College's alumni community to complement the service offered by the University Careers Service.

Main Duties

- Provide administrative support for the Careers Tutor
- Proactively seek, identify, collate, assess and follow up offers of internships and work experience
- Work closely with the Development Office to connect students with alumni who are willing to offer specialist careers advice, networking opportunities, internships and mentoring, and manage a database of alumni who have agreed to participate in such activities
- Organise careers events e.g. drop-in sessions, workshops, and external speakers, working with student representatives to encourage attendance at career-related events
- Ensure Clare students are aware of the careers related resources and opportunities available to them, collaborating with the Communications Team to make best use of social media and other channels
- Work in close collaboration with the central University of Cambridge Careers Service, and with local and national organisations to expand work experience opportunities
- Liaise with the Development Office to identify and articulate funding opportunities for Career Development Bursaries
- Advertise and collate student applications for the Teach First programme bursary

- Advertise and collate student applications for the Bede House programme and host a speaker from the charity annually
- Undertake other duties as required by the Careers Tutor

Person Specification

Qualifications & Education	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> • University degree and/or other relevant experience 	
Skills, Knowledge & Training	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Excellent time management and organisational skills • Ability to work effectively in a pressurised environment • Knowledge of MS Office and databases • Knowledge of the main requirements of the Data Protection Act 	<ul style="list-style-type: none"> • Ability to handle students and their needs in a sympathetic and supportive manner
Experience	<ul style="list-style-type: none"> • Experience of undertaking complex administrative tasks • Evidence of effective planning ahead and prioritising workload to meet deadlines • Accurate record keeping • Experience of dealing with enquiries on the telephone, face-to-face and by email • Handling confidential information in a sensitive manner 	<ul style="list-style-type: none"> • Experience of higher education • Experience working with children and/or young adults
Personal Attributes	<ul style="list-style-type: none"> • Confident, friendly, approachable • High level of motivation • Ability to stay calm under pressure • Accuracy and attention to detail • Ability to work as part of a team • Flexible approach and accepting of change 	

	<ul style="list-style-type: none"> • Willingness to learn new skills and undertake further training if required • Smart and tidy appearance 	
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Salary

Remuneration will be £24,000 a year pro rata, with a 2-year fixed term contract. There will be a six-month probationary period.

Pension

The postholder will be eligible to join the College's contributory pension scheme after three months service.

Holidays

The postholder is entitled to 26 days holiday per year, plus public holidays (pro rata).

Other benefits

Eligibility for a free parking space in College

Clare staff are entitled to a free lunch in College on working days

Clare College is a non-smoking environment

Clare College is an Equal Opportunities Employer

Any offer of employment will be made subject to references.

To apply, please fill out the application form and equal opportunities form on the College website and return this to the HR Manager, Sally Hewings at sh435@cam.ac.uk The contents of the equal opportunities form will not be disclosed to the selection or interview panels.