

Job Description:

## **CAREERS EDUCATION OFFICER**

Salary: £27,000 PA (inc tax and pension)

Role Type: Initial six month contract, towards full time role (Careers Education Manager)

Start Date: ASAP

### **ABOUT US:**

Career Camp CIC is an established, social enterprise that specialises in connecting unemployed job-seekers to career opportunities through an innovative employer-led training 'Camp' format. We help individuals from disadvantaged, non-traditional backgrounds to build work-readiness skills with mentoring employers, and earn sector relevant qualifications. Our training model has been developed over five years, and supported hiring clients, across different sectors, including: '**Apple Tech Camp**', '**TFL Transport Camp**', '**NHS Health Camp**' & '**London Fire Brigade Camp**'.

Pre-Covid-19, we hosted our camps in disadvantaged Wards across London where there is high unemployment, low income and low quality of life. We have a track record, in taking world-leading employers into disadvantaged areas to support residents who might not otherwise be exposed to these employment opportunities.

Each skills training camp, aims to enthuse and inspire participants, and increase social mobility - our training is delivered by the Career Camp team, to (approximately) forty participants working on a 'real-world' Business Challenge (project-based learning) set by the employer - who mentor participants, giving them a first-hand insight into roles, open vacancies at their organisation.

Our organisation is mission-focused with a principal aim of helping Black Asian Minority and Ethnic unemployed individuals, and females, to move forward into meaningful employment. We achieve this by working with employers, who wish to develop their community and improve Diversity & Inclusion workforce planning, policy and practice in their organisation.

*As a digital-led organisation, we have built our own video skills platform (SkillsLive.co) to support our learner caseloads, and to help us engage employers.*

### **THE NEED:**

Covid-19 has damaged the economy and impacted hundreds of employers and made many thousands of individuals unemployed. Like all organisations, Covid-19 has meant that Career Camp CIC has had to pivot. We don't expect to be hosting our in-person training camps for quite some time!

Over the years, we have delivered dozens of employer-led training camps and have strategic relationships with many Local Authorities, and Department of Work & Pensions: we now see the opportunity to extend and scale our provision, by hosting online employer-led training camps.

**Career Camp CIC**

Registered Office: 27 Old Gloucester Street, London, WC1N 3AX

Registered in England: 10929567 Tel: +44 07815 775842

## **ROLE & RESPONSIBILITIES:**

Career Camp CIC is recruiting a **Careers Education Officer** to support the education of job-seekers, enrolled on to our training camps. The role has four key responsibilities; the percentages next to each activity, provide a helpful overview of the how much activity is required in each aspect of the role.

We use online tools to deliver our education and skills training, such as Zoom, and Google Classroom

### **(1) Careers Information Advice & Guidance (30%)**

To support job-seekers, each Camp kicks-off with a careers advice and guidance session (CIAG): you will be responsible for designing, and delivering short, impactful one-to-one careers sessions to job-seekers, linked to their interest in meeting / learning with / gaining a role, with our hiring employer.

You will be responsible for assessing and appraising each job-seekers' career ambitions and interests - and if suitable, short-listing - getting them started on their Initial Learner Plan (ILP).

### **(2) Online Education Delivery (60%)**

At the heart of each Career Camp is a recognised employability and professional development qualification (typically, Entry Level 3), that builds upon the IAG session - with learners undertaking real-world / work related modules - such a Prioritisation Skills, Presentation Skills, Planning Skills (etc).

We specialise in project based learning, and learners are encouraged to collaborate in teams, to address a 'Business Challenge' (with the modules above - linking to the group work exercise), with mentorship and input, from our supporting hiring employer.

We then stream residents onwards, towards a sector relevant qualification, and work with subject matter experts to deliver specific course modules. You will work with subject experts: (A) helping to design the curriculum and (B) ensure learners reach the end of the course (updating ILP).

You will work with individuals and teams, to ensure a high quality of education and training and ensure a successful pass rate - reporting back to Managing Director (who reports back to commissioner).

*You will use a combination of live online training, and pre-recorded training sessions: making our provision achievable / realistic (pre-recorded training allows disadvantaged learners to learn at their own pace, and time).*

### **(3) Education Outreach (5%)**

At the start of each programme you will be required to outreach and onboard sixth forms and local colleges, engaging Careers Advice educators, and encouraging them to explore the benefits of the training programme.

As each programme is employer-led, we find education channels particularly receptive (supporting Gatsby Benchmarks): Career Camps are work experience programmes that 'slot in' to the curriculum.

### **(4) Careers Education Strategy (5%)**

Working with the Managing Director, you will discuss, and further develop the education strategy. With your education experience and insight, you will see huge potential and be excited to help scale delivery - positively impacting the lives of 1000's of unemployed job-seekers around the UK.

**REQUIRED SKILLS:**

You will have the following skills, interests and experience. You will be:

- Passionate about education and training, and care about helping individuals into employment.
- Have a background as either a trained educator, or have a community skills training background (with a minimum of three years' experience).
- Have experience of teaching / training, using Zoom, and Google Classroom.
- Be excited by the potential to scale the Career Camp training methodology and online delivery model
  - and hopefully have delivered Sector-based Work Academy Training Programmes (SWAPs).
- Have an understanding of community training programmes and funding models, enrolment / eligibility requirements (ESFA / AEB etc)
- This is currently a remote working role (to be reviewed): you will have robust reporting and time management skills.

**DURATION & SALARY:**

£27,000 PA (inc tax and pension)

Initial six-month contract. Start date ASAP

Potential to become a full time role (Careers Education Manager).

**REPORTING:**

You will report directly to Edward Baker, MD.

**NEXT STEPS:**

If you are interested in applying for the of **Careers Education Officer**, please send a (1) covering introduction email / letter and (2) up-to-date CV, to: [ed@careercamp.org.uk](mailto:ed@careercamp.org.uk)

We will then send you a comprehensive Impact Report, from a past Local Authority programme, which will give you an in-depth breakdown of our training process and past performance.

Short-listed applicants will notified, for interview with Managing Director.