

Careers Consultant

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Company: GBS Global Applied Knowledge

Location: Birmingham

Category: other-general

Careers Consultant

This role does not offer sponsorship!

This role offers you the opportunity to be part of Global Banking School's exciting careers team and be an integral part of enhancing student employability and supporting students to transition into the world of work. This is an invigorating opportunity to join an expanding and innovative Careers team working across a number of campuses.

We are looking for a forward thinking, driven, autonomous and innovative individual with great people skills to join our exceptional Careers team. You will have a direct impact on the support that our students and alumni receive, running engaging workshops and events and collaborating with external partners to deliver valuable initiatives that enhance their futures.

You will also be supporting the Head of Careers, Employability and Enterprise and the academic team to embed careers education and employability within the curriculum.

The role also requires you to work in partnership with the Placement Officers whose primary role is to support those students who are required to complete a work placement.

The appointed Careers Consultant will be the primary contact for careers support and advice at their campus and will work collaboratively with the wider team to deliver a national service.

Now in a period of considerable growth, we are expanding our Careers team to ensure that every student has access to personal, bespoke support on their own unique Careers journey. The Careers team are constantly challenging themselves to develop and be better in order to deliver sector-leading Careers support, and we are looking for candidates who share a

similar commitment to professional excellence and who would thrive in an environment of innovation and change. At GBS we offer flexible working hours to allow our teams to support students.

If you are excited by the opportunity that this role presents and are keen to play a key role in shaping the future success of the Careers and Employability Service, then we look forward to hearing from you.

Main Responsibilities

Act as the lead contact for Careers and Employability at the designated campus.

To establish and maintain relationships with employers, industry professionals, and professional bodies and to maintain the most relevant up-to-date labour market information.

Proactively establish and maintain a network of industry professionals and contacts, in order to continuously develop sector knowledge and expertise and to support with career events.

Deliver online and face to face workshops to groups of students and through one-to-one appointments.

Managing and delivering bespoke careers programmes such as the GBS Mentoring Scheme, Employability Award and Countdown to your Graduate Destination.

Create and develop a range of printed and online guides on a range of industry sectors and to help develop key employability skills.

To take the lead on key projects that support and enhance employability skills and professional development

To support the Careers and Employability Placement Officers to deliver a series of pre-placement preparation workshops to support students prior to starting their placement

To support with delivering on campus events including Careers Fairs and Open Days.

To assist employers in promoting and advertising job opportunities within GBS to our

students through our online platform, targeted emails, and careers newsletter.

To work in partnership with other Careers Consultants across GBS to deliver a national service and to collaborate on delivering career-related workshops and events.

To work with the academic team to contribute to the development of careers education sessions and workshops within the curriculum.

To market the careers service to local businesses and industry, as well as non-profit organisations and SMEs.

To undertake some travel between GBS campuses.

To regularly evaluate and review workshops and events and obtain feedback from students and employers.

To undertake any other duties that may be required to meet the demands of the service and the role.

Flexible in working hours to cover evening and weekend demands as necessary.

Requirements

Recognised professional qualification at degree or higher degree level in a relevant discipline.

Previous experience of working within a HE or Careers Service setting.

Excellent interpersonal skills and experienced in developing and maintaining stakeholder relationships.

Ability to think strategically and to communicate that thinking effectively.

An understanding of challenges faced by adult learners and returners to education.

Experience of delivering one-to-one appointments, workshop design and delivery to large and small groups.

Effective networking and negotiating skills.

A commitment to keeping informed of the current labour market trends, particularly recruitment practices used in the business and healthcare sectors, with the possibility of adding additional sectors as the college needs arise.

Experience of client relationship management and working with employers and professional bodies.

Intermediate IT skills and the ability to adapt quickly to new technology.

Excellent communication skills, both written and verbal.

Commitment to equality of opportunity for all students, staff, clients, and members of the public, regardless of race, religion, colour, ethnic origin, nationality, gender, sexual orientation, age, or disability.

Other Information

Standard benefits of employment at GBS include:

- **25 days annual leave, plus 8 public holidays**
- **1-day extra leave per year of service, up to a maximum of 5 days**
- **Workplace pension scheme with NEST**
- **Tuition reimbursement for career development courses**
- **Cycle to Work scheme.**
- **Access to GBS “Life” - discounts platform, wellbeing centre and much more**
- **Reward and recognition programme**
- **£500 award employee referral scheme**
- **Discretionary annual performance bonus**
- **Specsavers eye care vouchers**
- **Access to a TOTUM discount card and eligibility for a Costco membership**

GBS is a dynamic and fast growing Higher Education provider with campuses across the UK. We are a vibrant and diverse family of committed staff bringing life-changing learning to a wider range of communities.

We take an inclusive approach to recruiting students, with an aim to widening access to higher education among groups currently under-represented in the sector.

We believe that education is transformational and can make a fundamental difference to the individuals and communities we serve.

If you're looking to make a real difference with your next career move, why not join us.

GBS values diversity through the wide range of backgrounds, experiences, views, beliefs, and cultures represented within its staff and student groups. We aim to embrace diversity in all of its activities and proudly acknowledge that variety and difference are intrinsic to the wellbeing and future development of GBS.

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