

Post title: Progression Adviser – GROWS

Salary Grade: 6

Department: Marketing & Stakeholder Engagement

Reports to: GROWS Project Lead

Location: Your normal place of work is Park Campus. However, you may be required to work or be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business. The university does have an agile working policy, and this requires the postholder to be based in the UK. You will be expected to work as required flexibly across any of the campuses the University occupies in Cheltenham or Gloucester. The University does have an agile working policy, and this requires the postholder to be based in the UK. This role requires extensive travel around Gloucestershire to a variety of secondary schools and colleges. When not required on campus or in school there is flexibility to agile work should you choose to.

About the role and any special conditions

GROWS is a consortium of higher education providers within Gloucestershire, led by the University of Gloucestershire. GROWS have been successfully delivering the Office for Students funded - Uni Connect Programme within Gloucestershire since 2017. The project is currently funded up to August 2027, with the potential for further funding beyond that date.

The GROWS remit is to work with secondary schools and colleges in Gloucestershire to provide a range of information and interventions to ensure young people are well informed about their future options and to encourage aspiration to higher education level study. Targeting takes place to ensure those who have lower than expected HE progression rates have priority access to GROWS work.

The Progression Adviser plays a key role in supporting young people and adult learners to explore and achieve their progression goals. Through one-to-one guidance interviews, small-group sessions and workshops, you will provide impartial, personalised careers and progression advice, helping learners understand their options and develop realistic but ambitious plans for their future.

Working closely with schools, colleges, parents, carers and partner organisations, you will use your knowledge of education pathways, higher education opportunities and labour market trends to support learners, particularly those from groups currently underrepresented in higher education.

This is a highly collaborative role requiring significant travel across Gloucestershire, some areas are very rural with poor public transport links. Some evening and weekend work will be required to support events and project activities. Some restrictions are in place relating to booking annual leave during peak periods for example the post-holder must be willing to take holidays outside peak work periods (school holidays).

This role requires a DBS check

Main duties and responsibilities

- Provide high-quality, impartial careers and progression guidance through one-to-one and small-group appointments with learners from Years 9-13 and adult learners.
- Support learners to identify aspirations, explore progression pathways and develop personalised action plans.
- Deliver engaging workshops, assemblies, tutorials and presentations on careers, progression and higher education related information and opportunities.
- Administer and interpret careers assessment tools, including Morrisby, and provide follow-up guidance where appropriate.
- Use current educational pathway information and labour market intelligence to support informed decision-making.
- Build and maintain effective relationships with schools, colleges, universities, employers and training providers to ensure advice remains accurate and relevant.
- Support schools to develop and enhance careers education and progression activity, including guidance relating to Compass and Compass+.
- Represent GROWS at events, careers fairs, partnership meetings and regional networks.
- Maintain accurate records, monitoring data and evaluation information in line with project requirements and data protection regulations.
- Contribute to team planning, continuous improvement activities and the achievement of GROWS objectives.
- Promote equality, diversity and inclusion in all aspects of delivery.
- You will be required to support and engage in open days and other University events as appropriate, to promote your service area and the University as a whole.
- To ensure we are creating an inclusive environment for staff and students.
- You are responsible for undertaking health and safety responsibilities and duties for your role, as detailed in the University of Gloucestershire's 'Health and Safety Responsibilities' document and any supporting risk assessments that relate to your position. As part of general responsibilities, all staff have a duty to take care of themselves whilst at work and others who may be affected by their acts or omissions.
- To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.
- This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional, or ancillary duties from time to time as the University may reasonably direct.

Person Specification

Essential

- Level 6 (or above) qualification in Careers Guidance, Careers Development or a related professional qualification.
- Degree-level qualification or equivalent relevant experience.
- Significant experience delivering careers and progression guidance to young people.
- Strong understanding of progression routes including further education, apprenticeships, higher education and employment.
- Knowledge of current education policy, careers guidance practice and labour market information.
- Ability to engage effectively with learners from diverse backgrounds, including those underrepresented in higher education.
- Experience of delivering presentations, workshops and group activities to a range of audiences.
- Strong communication, relationship-building and influencing skills.
- Ability to work effectively with school and college staff, including senior leaders.
- Excellent organisational skills with the ability to manage multiple priorities.
- Strong administrative and digital skills, including Microsoft Office applications.
- Ability to work independently and collaboratively within a partnership environment.
- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture

Desirable

- Coaching or mentoring qualification.
- Morrisby accredited practitioner status.
- Experience using careers and progression platforms such as Unifrog, Compass+, SACU.
- Membership of a relevant professional body such as the CDI
- An understanding of widening participation and social mobility agendas.
- Experience working with learners from underrepresented groups.
- Experience of CEIAG leadership or strategic careers development within a school or college.
- Experience advising on higher education options, applications and student finance.
- Experience analysing, interpreting and presenting data.