

**National Careers Service Adviser with Adults – Digital Guidance Services
(Telephone, Webchat)**

NCS Contact Centre (Ocean House, Bracknell)

£22,110 - £28,578 per annum FTE,

Part Time role 29.6 hours a week

Do you want to make a difference to people's lives? Do you have a passion to inspire others to be the best they can be, which could range from the motivated to the disengaged? Could you give them high quality information, advice and guidance over the telephone or through our webchat services? You'll need excellent interpersonal skills, telephone skills, IT skills with the ability to build networks and influence others.

We would love you to have a level **4** or **6** qualification, in careers guidance or equivalent. However, we would be willing to accept applications for those wanting to train in careers guidance.

Adviza is a registered charity inspiring people to make better decisions that help them progress in learning and work. Our passion is to support young people and others, at important times in their lives where key decisions need to be made. We were established in 2001 as Connexions Berkshire, delivering careers guidance as part of a national Connexions service under direct contract from central government. Following the devolvement of the Connexions budget to local authorities in 2006, we successfully bid for the Connexions contracts for Buckinghamshire and Oxfordshire in 2008. That same year the renamed Connexions Thames Valley became a registered charity (1132201).

As well as working in a fantastic & rewarding role Adviza are able to offer a competitive benefits plan including Pension, Flexible working approach and holiday of 28 days, rising to 31 after 2 years

For an informal chat about the roles and working for Adviza, please contact Clare Martin 07747476808. Closing date for applications will be 12.05.2017.

An Assessment morning or afternoon will be held at place at Ocean House in Bracknell on 18.05.2017.

For a job description please go to our website <http://www.adviza.org.uk/about-us/work-for-us/> to apply please download an Application form and Equal Opportunitites form and email them to hr@adviza.org.uk