**JOB DESCRIPTION**

**Careers and Employment Adviser (Disability), Careers**

**Vacancy Ref: N1733**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Careers and Employment Adviser (Disability) 0.8FTE</th>
<th><strong>Present Grade:</strong> Grade 6</th>
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<tr>
<td><strong>Department/College:</strong> Careers</td>
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<td><strong>Directly responsible to:</strong> Careers Quality and Information Manager</td>
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<td><strong>Supervisory responsibility for:</strong> NA</td>
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**Other contacts**

**Internal:** Faculty and Academic Departmental staff – academic and administrative; College Managers and other College staff; Staff within Student Based Services; Lancaster University Students’ Union; Current students

**External:** Employers and Recruiters, Professional Bodies, Other HEI Career Services, Prospective Students, Alumni and Graduates, third party suppliers of procured services (e.g. venues, design and print agencies, resource suppliers)

**Major Duties:**

The post holder will lead on the provision of support for disabled students, the development of accessible careers resources and the development of tailored extracurricular employability programmes for students with a disability.

**The Advisers will:**

1. Promote and support career planning for students with a disability (including students with mental health conditions) as an integral part of the student experience through one-to-one advice appointments with students from all faculties and levels of study.
2. Participate in the development, delivery and assessment of the Lancaster Award, the university’s employability initiative, including the development of a placements pathway and global element.
3. Create and deliver presentations and workshops as part of the University careers and employability programme including a short programme of career related activities in the summer vacation for students with a disability.
4. Produce careers information for use in accessible formats including booklets, leaflets and web pages.
5. Analyse data related to career thinking, service usage / engagement and graduate outcomes in order to inform developments within the service.
6. Work closely with the Employer Engagement Team to explore and develop links and networking opportunities with employers and professional bodies to help students and graduates with a disability develop employability skills.
7. Support students with a disability looking for work experience including advocacy with employers and utilisation of the careers work experience bursaries.
8. Work with members of the Disability team, to plan and deliver group mentoring with a progression focus to students with a disability.
9. Promote the range of services of Careers to students and alumni using a variety of communication methods including social media, weekly newsletters and promotional material.
10. Undertake collaborative projects to create products and services that enhance career management skills and assist students and graduates to gain professional employment.
11. Actively use the online student enquiry and case management system (TARGETconnect) to log, manage and track student enquiries.
12. Undertake ongoing professional development relevant to Careers and the specialist nature of the role working with students with a disability.