**Person Specification:**

**IAG Co-ordinator**

**Qualifications:**

* Will ideally hold a Level 6 Diploma in Career Guidance and Development, be working towards it or willing to undertake the qualification.
* GCSE Grade 5 or equivalent in English and Mathematics

**Experience:**

* Proven experience providing careers advice and guidance to young people.

**Skills and Abilities:**

* Calm and flexible approach
* Strong understanding of post-16 and post-18 pathways including apprenticeships, further and higher education
* Knowledge of current careers education frameworks and good practice (e.g., the Gatsby Benchmarks, CDI framework)
* Excellent communication skills specifically when dealing with children and young people.
* Be adaptable and be flexible, with a ‘can-do’ attitude.
* Ability to work on own initiative and prioritise.
* High level of competency and effective use of ICT systems including Google Workspace