

ROLE PROFILE –

Role Details

Job Title: Careers Co-ordinator	Department: Careers UK
Responsible for: No direct reports	Location: Head Office/Hybrid with travel across UK expected
Line Manager Job Title: Careers and Engagement Manager	Date: May 2025 Updated: N/A

Purpose

To help support the implementation of Lantra's Careers Strategy by developing effective links with a range of stakeholders and industry representatives, to help ensure the careers resources are reflective of the opportunities within our sector and where relevant training and qualifications can be found.

Responsibilities

Responsibility	Outcomes and measures
Help to maintain and support the growth of our online careers information pages by keeping training, qualifications and general industry information up to date.	Effective engagement with industry partners and Lantra colleagues to support and deliver informed careers resources.
Be the first point of contact for career enquiries that come into the organisation	Provide support and information relevant to enquiries in a timely manner, signposting to our website and training providers across UK and Ireland where appropriate.
Ensure all resources, particularly those online, are kept relevant and up to date	Review information provided on our webpages regularly, updating links where appropriate.
Working with the Careers Manager to develop new resources and identify ways to promote land-based careers to a wide range of audiences. Development of case studies written and visual and ideas on how to utilise the content	Provide support in the creation of new resources. Effective engagement with industry to provide information relevant to any new resources and materials. Thinking outside the box on how to use the content to ensure highest effectiveness.
Support work to position Lantra as the source of expertise on careers information and skills development by promotional activities such as attending national and regional careers events - these may take place across the UK and Ireland. Lead on organising the careers team attendance at national and regional events. Occasional travel is expected as part of the role.	Engagement with career seekers, changers and developers, promoting Lantra's career resources to attendees and any opportunities for collaboration. Identify events suitable to attend, communicate with event organisers and organise careers merchandise. Organise representatives to attend event including self.

Build collaborative relationships with a range of stakeholders appropriate to the sector and the role	Provision of regular internal and external communications, providing regular updates to Lantra colleagues to help embed support for Careers across the business.
Build relationships with our Scotland, Wales and N.Ireland offices to ensure collaboration of career messages.	Ensure that a cohesive message is delivered across nations.

Person Specification

Knowledge / Skills Required	
Essential <ul style="list-style-type: none"> Excellent interpersonal skills, with a proven record of establishing excellent working relationships and maximising partnership working Knowledge of the education sector (post 16, post 18, apprenticeships, training) Excellent oral presentation and communication skills Ability to create and manage impactful content that engages target audiences Good IT skills, familiar with a range of packages Familiarity with the sector Basic researching skills Good attention to detail and excellent problem-solving skills Strong organisational skills including time management and multitasking Full driver's licence and access to vehicle 	Desirable <ul style="list-style-type: none"> Familiar with web page editing Active promotion of education or skills-related products and services Editing / copy writing experience Ability to self-drive and identify opportunities.
Experience	
Essential <p>Experience of active engagement with, and influencing, a range of contacts and groups effectively</p> <p>Experience of engaging with students</p>	Desirable <ul style="list-style-type: none"> Experience of working remotely Experience of producing content for websites Experience in promoting/advising on careers Experience of working within the sector or for a related organisation
Qualifications	
Essential <p>Further level qualification, not necessarily within the sector, or evidence of ability to perform at this level</p>	Desirable <p>N/A</p>

Behaviours

A full list of suggested effective and ineffective behaviours can be found in the Behavioural Framework

Behaviour	Outputs
Customer First	<ul style="list-style-type: none"> Continually seeks improvements to customer service Ensures they understand who the customer is and what their needs are Identifies new trends or initiatives that will benefit the customer / customer relations
Commercially Driven	<ul style="list-style-type: none"> Supports Careers Manager to deliver business outputs Actively seeks better ways of delivering services, ways of working and reducing costs Attempts to develop their external network, recognising and realising opportunities for promoting Lantra and its work
Collaborative	<ul style="list-style-type: none"> Building effective relationships with others, internally and externally, to increase knowledge and understanding and help deliver required outcomes Is approachable and open to ideas Asks questions and checks understanding
Camaraderie	<ul style="list-style-type: none"> Encourages others to share relevant information and discuss ideas Develops internal and external networks and relationships to increase knowledge and understanding
Personal Effectiveness	<ul style="list-style-type: none"> Manages time for tasks effectively, planning ahead and communicates these plans to those who need to know Is adaptable when the needs of their role or the organisation changes Maintains their own health safety and that of their colleagues Is prepared for meetings or agreed activities Asks questions when unsure Is polite, courteous and respectful in all interactions with others Gives their full attention to the needs of the organisation whilst at work