

JOB PROFILE

POSITION

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| Job title: | Careers Manager |
| Location: | Leicester Head Office |
| Reports to (job title): | Head of Marketing and Communications |
| Directorate: | Communications and Engagement |
| Band: | 3 |
| Date created/reviewed: | March 2023 |

JOB PURPOSE

The BPS Careers Manager delivers the careers strategy, broadening the horizons of aspiring and qualified psychologists from undergraduate to chartered status, providing them with relevant and engaging careers information. Your team will focus on a wide range of career pathways, including research and practitioner psychology, new psychological workforce roles supporting the NHS long term plan, and those who use their psychology education in commercial or business settings.

You'll will develop content and member journey career maps to illustrate a range of career options within the main eight domains of psychology, and other specialist psychological groups across various sectors, aligning with marketing strategies to increase engagement and acquisition for new members, and increase retention for existing members by showing value in career progression.

Leading the student ambassador programme, you'll the annual recruitment cycle and developing a support package to enable them to promote the BPS within their universities. You'll serve as a pivotable contact for the BPS student committee, assisting them in creating and delivering their operational plan, including a monthly newsletter, quarterly periodical and online community. You'll host regular careers events, including the successful Psychology Careers Festival, utilising expertise from across our membership and employer networks to deliver timely and relevant programmes.

You'll work closely with the Workforce Education and Training Manager to identify new opportunities where careers resources can be developed and offered, across a range of education and training settings. This will include fostering relationships across the BPS member networks and with employers of psychological professions to identify collaboration opportunities, particularly where psychology students can help to meet workforce demand for the NHS and HMPPS, and other mental health employers.

By continuously refining your team's operational plan, you'll be key in successfully delivering the BPS strategy while supporting a wide variety of stakeholders, including colleges, universities, students, teachers and members. You'll manage one team member, the Careers Officer, and develop supportive working relationships with colleagues from across our organisation, particularly Marketing and Communications, Digital, Membership, and Design.

This is an impactful role driving meaningful change within the BPS psychological community, helping future and psychologists to make informed choices about their careers.

KEY ACCOUNTABILITIES

- Works with relevant Member groups and BPS staff involved in the strategic planning, development and operational work of relevance to careers advice and guidance.
- Works closely with key external stakeholders across the four nations (NHSE, ATP, National Education Scotland, HEE, HMPPS etc) to identify opportunities to support specific careers advice and guidance initiatives (e.g. Expansion of the Mental Health workforce)
- Leads on the promotion and extension of the BPS's careers offer, particularly in new markets such as the FE sector.
- Works closely with membership to develop frontline careers advice and guidance resources, regularly updating customer service colleagues on new routes and roles in the psychological professions.
- Regularly gathers and analyses feedback from stakeholders (education providers, employers, students, members and staff) on a regular basis and utilises this to enhance careers advice and guidance.
- Plans and leads on activity to actively promote the benefits of psychology careers, mindful of the different opportunities available across the four nations.
- Act as expert lead, mobilising key stakeholders from across our membership to come together with BPS staff from across the organisation to develop and establish life span specific careers information for a broad and diverse audience in a range of formats and styles.
- Maintains an in-depth expert awareness of key issues of relevance to careers and employability, and in particular external policy drivers that may have an impact (funding availability, workforce expansion, apprenticeships etc).
- Utilises knowledge of careers advice and guidance to develop a new high quality and tailored online careers hub.
- Responsible for taking the lead in devising and delivering a well-planned cycle of career activity including regular events and webinars and the annual Psychology Careers Festival.
- Identifies and develops opportunities for integrating careers content into marketing initiatives to aid in member acquisition and retention.
- Manages the mentoring initiative, through liaising with participating member networks.
- Ensures that members undertaking work on behalf of the BPS on a voluntary basis operate in a way that is consistent with our partnership ethos, policies and practices.

KEY WORKING RELATIONSHIPS

1. Member Board and Education and Training Board
2. Policy Boards and the Policy Team
3. Member networks (154 different BPS member networks representing specialisms and areas of interest)
4. Academics and practitioners, and education providers offering or interested in offering psychology education and training
5. Students, society members, potential future members (A Level)
6. Membership team
7. Qualifications team
8. Partnership and Accreditation Team
9. Digital Team
10. Events Team
11. Design team
12. Marketing and Communications team

13. External stakeholder groups, including the Health and Care Professions Council, NHS (four nations), Quality Assurance Agency for Higher Education, employers and professional bodies in other cognate disciplines.

GENERAL REQUIREMENTS

You will also:

- Take on any training required for personal or professional development within your role
- Carry out your work in line with our policies and procedures
- Take on any additional duties that might be appropriately delegated to you

PERSON SPECIFICATION

Detailed below are the qualifications, experience, skills and knowledge needed for this role. The Essential criteria show the minimum requirements for the post to be carried out competently and effectively. The Desirable criteria are not essential, but may be used to distinguish between applicants in a recruitment process.

| | Essential/ desirable |
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| Educational & professional qualifications | |
| Educated to first degree or able to demonstrate experiential equivalent with post-qualification management experience | Essential |
| Qualification in Careers Guidance (QCG)/Postgraduate Diploma in Careers Guidance or significant equivalent experience in careers advice and guidance | Essential |
| Psychology qualification and/or experience of advising on the benefits of a psychology education | Essential |
| Experience | |
| Experience of working within a complex sector across a range of career initiatives from education and training through to post qualification, early career and leadership and management, developing systems and processes to support the effective delivery of an end-to-end career offer. | Essential |
| Experience of developing a variety of careers resources across a range of platforms for a diverse audience with a multitude of needs. | Essential |
| Experience of the development, delivery and evaluation of careers events. | Essential |
| Proven experience of the development of strategic relationships to promote a careers offer, particularly with schools, colleges, universities and employers | Essential |
| Experience of working with key stakeholders to promote and encourage engagement with new roles and career opportunities, including apprenticeships. | Essential |
| Knowledge | |
| Knowledge of current issues facing the education and training sector, specifically in relation to careers advice and guidance | Essential |
| Demonstrable knowledge of the different approaches taken to meeting the career needs of a diverse and varied audience | Essential |
| A knowledge of the professional training routes to become a Practitioner Psychologist and/or member of the wider psychological workforce | Desirable |
| A knowledge of the various careers advice and guidance platforms and their application and effectiveness | Desirable |
| Skills | |

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| Excellent interpersonal and negotiation skills and the ability to manage ongoing communication with employers, practising professionals, education providers and other relevant stakeholder groups | Essential |
| High attention to detail with the ability to produce career resources across a range of formats and styles, both formal and informal, for a range of audiences | Essential |
| Well-developed management skills, including the management of people and their performance, systems and budgets | Essential |
| Ability to mobilise teams and resources from across the organisation to deliver high quality career initiatives, including events and webinars. | Essential |
| A demonstrable commitment to setting and achieving challenging standards of service, and demonstrable experience in monitoring achievement of agreed service levels. | Essential |
| Project management capability with experience of developing projects with a multitude of internal and external stakeholders to deliver agreed outcomes. | Essential |