

PERSON SPECIFICATION – GUIDANCE AND SUPPORT ADVISOR

Attributes	Essential	Desirable
Qualifications	Relevant HND/Degree qualification.	Guidance/counselling qualification. Mental Health First Aid ASIST (Applied Suicide Intervention Skills Training)
Experience	Demonstrable success in a relevant College role. Provision of guidance and direct student support. Experience of working with cross college, lecturing and support functions. Experience of planning processes - demonstrable organisational and planning skills. Experience of providing mental health, safeguarding and wellbeing support to students.	
Skills/Knowledge	Effective and confident communicator – able to build positive relationships internally and externally. Strong IT skills particularly Word and Excel.	Knowledge of FE & HE Student Support Funds
Other	Enthusiastic, committed and forward looking.	

	Customer-focused. Knowledge of developments and trends	
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