



BPP Job Description

Job Title	Careers Development Consultant
Department	Group Education Services
Location	Home and office based
Additional details	Hybrid contract with expectation to work in the office 3 days per week (days to be agreed with line manager)
Travel requirements (if applicable):	Some travel required, to other BPP centres, team meetings, events
Contract type	Full time and permanent
Hours of work (lieu will be given)	37.5 (some out of hours work may be required, for which time off in lieu will be given)
Reporting lines	Reporting to Careers Development Manager

Job Purpose

As a Careers Development Consultant, you will play a key role in supporting the employability and career readiness of undergraduate and postgraduate students, alumni and apprentices across a range of disciplines, including Law, Business, Technology and Healthcare. You will facilitate such activities as one-to-one and group sessions (online and face-to-face), offering guidance across a range of services, and the design and delivery of high-impact Careers Development and skills content

In collaboration with the wider Careers and Employability teams, you will contribute to the implementation of the overall Careers and Employability strategy, ensuring that students, apprentices and alumni receive a service that is current, engaging and improves their competitiveness in the part-time and graduate jobs markets, whilst embracing inclusivity and accessibility policies of the BPP Education Group. You will engage with key stakeholders in the BPP University and apprenticeship space to ensure Careers Development services reflect the needs of the schools and the skills required by various industry sectors. You will also engage with academic colleagues and key stakeholders to embed employability into the curriculum and promote Careers and Employability services in general – and Careers Development services in particular – at internal and external events.

It is expected that you will have a principal school which you will support primarily, whilst occasionally providing support to other schools as business needs require (for example, during periods of annual leave and sickness, supporting at events).

Key Responsibilities

Professional and Skills Development Guidance

- Support students and apprentices in developing key employability skills such as communication, leadership, digital fluency, and commercial awareness.
- Provide 1:1 and group guidance to students on such areas as CV building, interview preparation and practice, career planning, job search strategies, and professional development, making use of AI where appropriate to improve efficiency and effectiveness of these services.
- Working with the Skills, Content and Resourcing team, the Talent Development team and wider stakeholders across BPP University and Apprenticeship space, design and deliver engaging, tailored skills and Careers Development workshops, webinars, and resources for students and apprentices, using a range of delivery mechanisms, that reflect market trends and expectations of employers.
- Ensure content remains current, relevant and engaging through regular updates and audits of materials on various platforms (including BPP Futures).
- Collaborate with the Skills, Content and Resourcing Manager re feedback on workshops, events and sessions, acting on this feedback in an appropriate manner.

Curriculum Integration

- Work closely with award leaders, module leaders, and academic staff across BPP University to embed employability and professional skills into undergraduate and postgraduate programmes.
- Contribute to curriculum design, provide advice and review processes to ensure alignment with industry expectations and graduate outcomes.
- In collaboration with academic colleagues, develop contextualised content that reflects the employability and professional skills needs of specific disciplines and cohorts.

Project work and development of Careers Development services

- Lead on and participate in projects, in collaboration with the Careers Development Manager, that will enhance the services provided by the Careers Development team, in line with the overall Careers and Employability strategy.
- Suggest and develop ideas that will enhance Careers Development services and/or solve issues that have arisen in this space, including extended use of AI to improve efficiency and effectiveness.

Champion of relevant online tools (as required)

- Promote the effective use of an online platform subscribed to by BPP Education Group, that will enhance employability and professional development.
- Act as the 'go-to' person for advice on the benefits and capabilities of the specific platform, raising awareness amongst students, staff and wider stakeholders.
- Develop and deliver guidance to students, staff and wider stakeholders to maximise engagement and impact.
- Advise on how the platform might be embedded into curriculum to enhance skills and employability content and lead on the implementation.
- Monitor usage and impact of the platform and report findings to the Associate Dean and Careers Development Manager, advising on how this data may inform strategy and continuous improvement.

- Liaise with the platform provider, acting as the main contact between Careers and Employability and the provider, and provide updates to Careers and Employability colleagues and wider stakeholders as necessary.
- Maintain up-to-date knowledge of platform developments and advise on how these may be implemented to enhance our offering.

Continuing Careers Development and Best Practice

- Maintain up-to-date sector knowledge relating to market trends, employer expectations and recruitment practices.
- Actively participate in relevant professional associations, bodies and networks (eg AGCAS).
- Contribute to internal knowledge by sharing best practice via such means as team meetings, training sessions and written/digital resources.
- Maintain currency of knowledge about emerging and existing technologies in professional and skills development education, including AI and digital learning platforms.
- Contribute to the development of innovative, inclusive and accessible learning experiences.

Other duties

- Represent the Careers and Employability service at internal and external events, workshops and conferences when required.
- Occasional travel to other BPP centres.
- Work with colleagues across the BPP Education Group as required to ensure a consistent service across entities and share best practice.
- Support the Careers Development team (and the wider Careers and Employability service) in the event of sickness/annual leave by providing cover for sessions and appointments across disciplines and Schools.
- Other ad hoc duties as may be required by the role.

Skills, experience & qualifications required - Essential

- Learner-centric with experience of providing impartial skills and Careers Development advice to learners across a variety of disciplines via a range of delivery mechanisms (including one-to-one appointments, large and small group sessions, drop-in sessions – either face-to-face or online).
- Cultural sensitivity and the ability to work with diverse populations.
- Experience of working with international students and/or clients.
- Experience of working in a higher education environment in any (or all) of the following: Careers Development guidance, early careers, apprenticeships.
- An understanding of part-time and graduate careers opportunities and recruitment and selection practices of employers within at least two of the following sectors: law, business, accountancy, project and engineering management, healthcare, technology.
- Ability to build and maintain relationships with diverse stakeholders, both internally and externally
- Ability to build rapport, trust, and confidence easily and work collaboratively across multiple teams
- Excellent planning and time management skills, with an ability to work well under pressure and meet deadlines.

- Initiative and strong problem-solving skills.
- Excellent digital literacy skills and competent in a variety of online/digital tools and platforms.
- Demonstrate and uphold BPP Values – Stronger Together, Everybody Matters, Trust and Respect, Student and Client Centric, Embrace Change.

Skills, experience and qualifications – Desirable

- Educated to degree level (or equivalent).
- A postgraduate careers qualification.
- Recognised professional career coaching or guidance qualification.
- Experience of developing and delivering skills and Careers Development training sessions, using a range of delivery media.
- Knowledge and understanding of how AI can benefit skills and Careers Development education and guidance.
- Knowledge and understanding of accessibility standards and inclusive content design principles.
- Experience of engaging with sector standards (such as Matrix and Gatsby benchmarks).

Please note that the successful candidate will be required to undergo an Enhanced DBS check.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands, and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).