**Access to Industry Application Pack**

**Post: Access to Industry Caseworker**

**Project: Dundee**

**Enclosed in this pack is:**

* Job Description
* Person Specification
* How to Apply
* Terms and Conditions

Access to Industry

156 Cowgate

Edinburgh EH1 1RP

Phone: 0131 260 9721

Email: Admin@accesstoindustry.co.uk

**JOB DESCRIPTION**

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| **Job Title** | Caseworker | **Accountable to** | AI Management Team |
| **Working Hours** | Full time 35 hours per week | **Location** | Dundee |
| **Salary Grade** | £23,000 - £26,000 | **Length of Post** | initially to 31 March 2021, possible extension to 31 March 2023 |
| **Programme** | Dundee Employability Pathway: ESF 2014-2020 | **Project** | Dundee Pathway Consortium  |

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| **About the Role**: Based within Dundee you will work 1:1 with people towards employment but who face significant challenges because of a history of substance misuse and/or offending is compounding other barriers to progression. You will have a base but will work in outreach across the city. You will be establishing this new service for Access to Industry within the area and building key relationships with referring organisations.  |

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| **KEY Responsibility areas will include:****Service Delivery** The role is to provide education, training and employability support to people who have a history of offending.The role will focus on engagement and building positive relationships with clients. Working with them to build confidence and progress into positive destinations. Offering support and guidance around disclosures, CV and mock interviews. Creating opportunities for your clients to progress into training programmes, employment and education.Working in partnership with referral agencies to ensure clients are receiving the correct service at the correct time in the journey.The role will involve progressing clients into other group work programmes including Access to Industry’s community college and developing new group work programmes where required.You will play a part in the wider team of Access to Industry through attendance at internal meeting and participation in shared services across the teams. **Quality Assurance**Maintaining excellent case management records through case recording using data management system. Ensuring all aspects of file management is in accordance with AI procedures.

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| **Administration**To administer all aspects of the project from referrals, support, training and progression routes. **System Management**To ensure that all systems and procedures relating to the delivery of the service are maintained and used effectively. Maintain computerised data management. Establish a system to provide support to people in a positive and motivational way.**Health & Safety and Property Management**Ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing policies and procedures. Ensure that all work placements and opportunities are carried out in accordance with Health and Safety legislation and good practice.**Communications**To engage in effective communication with external agencies, including referring agencies, specialist providers, employers, colleges and training providers, to build and sustain the referral mechanisms. To engage with internal reporting procedures as directed. To actively support project marketing and to build effective links with agencies and service providers. Provide written and verbal reports based on the progression of the project.**Other Requirements**The post holder will be expected to work 35 hours per week and to organise working time in such a way to maximise the efficiency of the Service. The post holder may be required to undertake evening and weekend working and any other tasks deemed appropriate to this position in negotiation. |

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**Person Specification**

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| Key Areas | Essential | Desirable |
| Qualifications and Attainment | Educated to degree level or equivalent | A qualification in Criminal Justice; Career Guidance or Community Education.  |
| Knowledge and Experience-Development of a service-Establishing relationships -Wellbeing-Mental Health-Group/individual training /development delivery -Partnership working-ESF/data recording | Knowledge of case management within an outreach capacity and awareness of the challenges and opportunities this brings | Experience within an educational and employability role Knowledge of employer engagement with vulnerable people |
| Demonstrable ability to monitor projects to ensure outcomes are achieved. |
| Ability to motivate and engage people in progression routes. |
| Target driven and be able to cope with working in a challenging and exceptionally demanding environment. |
| To have excellent communication skills working effectively with internal and external colleagues and partners. | Awareness of the issues of widening access to employment for vulnerable peopleExperience of planning events or implementing programmes. |
| Excellent written skills and experience of writing evaluation reports to funders |
| Proven organisation skills. |
| Excellent IT skills and ability to use email; internet; databases and MIS systems to ensure effective monitoring and evaluation of this service. |
| Additional Requirements | You will be empathetic to AI client groups and be a dynamic and enthusiastic person that is approachable to both staff and clients, whilst motivating and inspiring to your staff team. |  |
| You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible. |
| Ability to manage independent travel throughout Dundee and manage time effectively.  |
| You will be determined and flexible in order to achieve your and the teams goals.  |

**Access to Industry Caseworker – Dundee**

**How to Apply**

**Application is through a CV and a Supporting Statement.**

* All applications should be marked CONFIDENTIAL: Caseworker Dundee.
* CV’s should include two referees one of whom should be your most recent employer. We will not contact referees prior to interview.
* The supporting statement should demonstrate your experience and how this matches with our requirements. This additional information should be confined to a maximum of two sides of A4 in minimum font size 11. Additional information over this limit will not be considered. Generic statements not contextualised for the post will be discarded.
* Closing date for applications is 5pm Monday 11 November 2019
* Interviews will be held in Dundee on Tuesday 4 December 2019

**Applications should be sent to:**

**Email:** admin@accesstoindustry.co.uk

**Postal**: Access to Industry, 156 Cowgate, Edinburgh EH1 1RP

**Access to Industry Caseworker**

**Access to Industry Terms and Conditions of Employment**

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| Caseworker – Dundee Employability Pathway |
| Salary* Salary for this post will be £23,000-£26,000.
* AI Pension contribution is in line with statutory legislation
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| Annual leave* Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum.
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| Working Hours* 35 hours a week Monday to Friday.
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| Equal Opportunities* Access to Industry strives to be an Equal Opportunities employer.
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| Performance Review* A three month probation review period will be in operation.
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| Disclosure* Successful candidates will be required to complete an enhanced PVG
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| Appointment is subject to satisfactory references and disclosure.  |