



Access to Industry Application Pack

Post: Access to Industry Caseworker

Project: EdinMe

Enclosed in this pack is:

Job Description.....	2
Person Specification	4
AI Information.....	5
How to Apply.....	6
Terms and Conditions of Employment.....	7
Recruitment Privacy Statement	8

Thank you for your interest in applying for a position with Access to Industry.



Job Description



Job Title	Caseworker	Accountable to	AI Management Team
Working Hours	35 hours per week	Location	Edinburgh*
Salary Scale	£23,000 - £26,000	Length of Post	31 March 2022
Programme	Youth Services	Project	EdinMe

*The post is based at 156 Cowgate. Currently there is a blend of office-based, outreach and home-working.

About the Role: An exciting Opportunity has arisen to join the Access to Industry's Young Peoples Service. You will work in a trauma informed way supporting young people aged 16-21, with complex health and social care issues, to progress towards education, training or employment. You will be part of a small team working one-to-one with young people and you will have lead responsibility for developing and delivering structured group work.

This project is funded by City of Edinburgh Council and Corra PDI.

KEY Responsibility areas will include:

Service Delivery: This role will focus on the intensive case management of young people from the City of Edinburgh who have mental health issues which may be a result of adverse childhood experiences. Their challenges to progress may be compounded by emerging issues with substances; offending behaviour; family support; and/or accommodation. You will work in outreach, to engage with Edinburgh's young people including i.e. schools, Through-Care After-Care, and HMP YOI Polmont (linking with AI's Passport Cashback project). This project is targeted at stage one of the Edinburgh Skills Employability Pipeline.

Casework: Through one-to-one casework support you will motivate young people; develop a personal action plan; and progress individuals towards, and into, positive destinations. You will have lead responsibility within the team for developing and delivering a programme of group activity/training for young people. You will work with our partners, Edinburgh College, to provide accredited qualifications as part of some of your activity. You will deliver casework and group-work that both builds skills towards progression and personal resilience.

Your engagement will build a positive relationship that supports young people towards wellbeing. While we don't expect you to be a mental health practitioner, you will be aware of the types of issues that can impact on young people. The project has funds to access specialist mental health support. Pivotal to your role will be working with other services and agencies to build positive networks for young people.

Digital Communication: AI are building our digital presence through the use of social media; website; and digital video platforms. You will have responsibility for EdinMe's online communication, ensuring our social media presence is current, on our Facebook page, website and other digital platforms.

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.





Administration: You will administer all aspects of the project from referrals, training, progression routes and employer engagement.

Quality Assurance & Management Systems: You will maintain excellent records and will maintain case management through use of the Management Information Systems, Caselink.

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 AI policies and procedures. Ensure that all work placements and opportunities are carried out in accordance with Health and Safety legislation and good practice.

Communications: You will be an effective communicator as you will be working with external agencies, specialist providers and employers and attending meetings on AI's behalf. You will contribute to internal reporting procedures both written and verbally. You will market the project externally. You will ensure client and organisation confidentiality at all times.

Other Requirements: The post holder will be expected to manage their own caseload and work with minimum supervision partly in an outreach capacity.



Person Specification



Key Areas	Essential	Desirable
Qualifications and attainment.	Qualified to degree level or relevant experience.	A qualification related to community education; careers guidance; Criminal Justice; nursing, or other wellbeing discipline.
Knowledge, Skills and Experience	Experience of client case management within a supportive setting.	Case management experience with young people.
	Skills to identify and address complex health and social needs of an individual, enabling sustained engagement, barrier removal and progression.	Awareness of the issues of widening access to employment for young vulnerable people.
	Skilled in supporting individuals to build their personal resilience – in particular with young people affected by imprisonment or young people living with poor mental health.	Experience of working in outreach.
	Experienced in developing and delivering a programme of group-work/training that build skills.	Experience of working with young offenders/ young people affected by Adverse Childhood Experiences.
	A knowledge of education and support services and experience of utilising services for client benefit.	Experienced in delivering training/ group work
	Excellent communication skills, working effectively with internal and external colleagues and partners.	Awareness of mental health support services.
	Target driven and experience of monitoring projects to ensure outcomes are being achieved.	
	Experience in using MS Office and digital platforms.	
	Skilled in effective organisation and planning; time-management; record-keeping; working under own initiative; and in use of ICT.	
Additional Requirements	Empathetic and non-judgemental in your approach to working with young people and the challenges they face.	An awareness of trauma informed practice.
	You will know what is key in supporting someone with mental health issues.	An awareness of the impact of Adverse Childhood Experiences.
	Patient and passionate towards the role and committed to ensuring that the young people will receive the best service possible.	
	A team player, you will be determined and flexible in order to achieve your and your teams' goals.	





AI Information

Staff Development

Access to Industry support individuals who can have complex needs that act as a barrier to progression. We are constantly reviewing the skills of our employees and developing these to we can best support our staff to meet our client needs. On joining AI, as part of your initial induction your training may include:

- Mental Health First Aid
- Motivational Interviewing
- ASSIST – Suicide Prevention Training
- Live Life to the Full Training
- Conflict resolution – de-escalation

COVID information

Access to Industry remains committed to ensuring the safety and wellbeing of our staff, volunteers and those we support. COVID-19 has changed how we are currently operating.

We are following guidelines and we are supporting people remotely and, where required, in person – by appointment. We are offering in-person appointments in our Cowgate office or in outreach. Our Edinburgh College courses are currently being delivered through blended learning with some in-person and some online classes.

We constantly review our practices in view of guidance.



How to Apply

Caseworker - EdinMe

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: Caseworker EdinMe'.
- 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: 21 April 2021
- Interviews will be held in Edinburgh on: 28 April 2021
- Due to the current restrictions interviews may be held over a digital platform.

Applications should be sent to:

Email: admin@accesstoindustry.co.uk

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



Terms and Conditions of Employment

<p>Caseworker: EdinMe</p>
<p>Salary Salary for this post will be £23,000-£26,000. Appointment dependent on experience. AI operates an auto enrolment pension. AI contribution is 6%; employee contribution is 2%</p>
<p>Annual leave Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum.</p>
<p>Working Hours 35 hours a week Monday to Friday. Some evening and weekend work may be required.</p>
<p>Equality and Diversity Access to Industry work towards the three aims of The Equality Duty in order to:</p> <ul style="list-style-type: none"> • eliminate unlawful direct or indirect discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010; • advance equality of opportunity between people who share a protected characteristic as set out in the Equalities Act 2010 and those who do not; and • foster good relations between people who share a protected characteristic and those who do not.
<p>Performance Review A three month probation review period will be in operation.</p>
<p>Disclosure Successful candidates will be required to complete an enhanced PVG</p>
<p>Appointment is subject to satisfactory references, disclosure and right to work.</p>





Recruitment Privacy Statement

How We Use Your Data for Recruitment

Background

This privacy policy covers how we Access to Industry collect, use, store and protect the data that is supplied to us by job applicants and agencies.

Our Commitment to Job applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.

The information we collect may cover the following:

- Contact information (name address, phone number and email address)
- Information from CV or application form or covering letter (education, skills and qualifications)
- Health records (Night Worker assessment forms, Health questionnaires) where required as part of the role.
- Occupational health report (Higher level screening required for role) with Access to medical Records consent being given by the applicant
- criminal convictions/offences/protecting vulnerable groups information from Disclosure Scotland where a requirement for the role
- References from the names referees that the applicant provides and only with the applicants' consent.
- Visa and proof of the right to work in the UK documents
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension and benefits information.
- Access to your DVLA portal.

We may also collect, store and use “special categories” of more sensitive personal data which require a higher level of protection such as Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also, information about criminal convictions and offences.

Purpose of collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our Organisation, and to check that you are legally entitled to legally work in the UK.

To enable us to make recruitment decisions and assess suitability for particular work, we will process information about criminal convictions and offences (including alleged offences). We will process this information to enter a contract with you, to comply with a legal obligation, for our legitimate interests and to exercise or perform employment law rights or obligations.





Any offer of work from us will be subject to a satisfactory criminal record check to allow us to perform our public task and comply with our statutory obligation.

Processing criminal conviction data requires the same safeguards as 'special categories' data.

How the information is held.

Most information is transmitted by email and is stored on our computers, and paper-based filing.

All this information can only be accessed by authorised staff within our Organisation. Our staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.

Disclosure

We may disclose the information for the purpose of obtaining referees. Where additional information is required the information may be obtained from Disclosure Scotland, your G.P or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

Complaints

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Finance Administrator who has responsibility for Data Protection within our Organisation stating the details of your complaint (finance@accesstoindustry.co.uk). We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office. If you are not satisfied by our response you may complain to the ICO.

