



Access to Industry Application Pack

Post: Access to Industry Caseworker

Project: CashBack Passport

Enclosed in this pack is:

Job Description.....	2
Person Specification.....	4
About Access to Industry.....	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	Full time: 35 hours per week	Location	Base: HMP YOI Polmont Community: West of Scotland
Salary Grade	£23,000 - £26,000	Length of Post	2 years to March 2023
Programme	CashBack for Communities	Project	CashBack Passport

About the Role: An exciting opportunity has arisen to join Access to Industry's (AI) team of Passport CashBack staff working with young people within HMP YOI Polmont and in the community. You will be a self-starter who has a passion for engaging one-to-one with young people to progress them into a positive destination. You will be comfortable working both in Polmont and on outreach with young people being liberated back to the West of Scotland mainly (but not exclusively) to Lanarkshire, Glasgow and Ayrshire. You will work well with others to achieve the best support for young people.

Key responsibility areas will include:

Service Delivery: The role is to offer education, training, and employability support to young people aged 16-22 who are currently serving custodial sentences within HMP YOI Polmont. You will support young people towards positive destinations on liberation and help reduce re-offending. Annually you will manage a caseload of 22 young people.

The role will focus on engagement and building positive relationships with young people, working with them to set goals and actions plans. You will support and guide; assist with accessing other organisations' activity & support; create learning opportunities; enable access to training and education programmes whilst in custody; ensure that meaningful activity and progression continues in the community. This will involve working in partnership with organisations both inside and outside of Polmont to ensure that young people receive the most suitable service at the optimum time in their journey.

In HMP YOI Polmont you will work with young people at various stages of their sentence, across the whole of the institute's young offenders population. You will build a caseload and support the majority as they transition into the community. For some, you will build relationships with key agencies in communities, and ensure there is a warm handover prior to liberation.

Before and at liberation, you will identify opportunities within the young person's community and support access to learning and skill-based training. Your work will include direct employer engagement and assisting with applications. AI employs a holistic approach to case management meaning that you will support 'barrier removal' to enable progression.



You will play a part in the wider team of Access to Industry through attendance at internal meetings and participation in shared services across the teams.

Quality Assurance: To maintain excellent case management records through case recording using data management systems. To ensure all aspects of file management are in accordance with AI procedures.

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. To maintain computerised data management. To Establish a system to provide support to people in a positive and motivational way.

Health & Safety and Property Management: To ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing policies and procedures. To 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. To 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 as 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 with management.

Person Specification

Key Areas	Essential	Desirable
Qualifications and Attainment	Educated to degree level or with relevant professional background and experience.	A qualification in Criminal Justice, Career Guidance or Community Education.
Knowledge and Experience	<p>Knowledge of case management with proven ability to set client goals and support delivery of activity to achieve goals.</p> <p>Knowledge of current employability pathways and progression routes and ability to motivate and engage people in progression routes on liberation.</p> <p>To have excellent communication skills, working effectively with internal and external colleagues and partners and within exceptionally demanding environments.</p> <p>Target driven with ability to monitor projects and provide statistical and narrative reports to senior management and project funders.</p> <p>Ability to work holistically with people to build positive relationships and showcase the best in young people, allowing the individual to realise their potential.</p> <p>Ability to work independently and autonomously within HMP YOI Polmont and the community while maintaining effective communication with AI, Scottish Prison Service (SPS) and other organisations & projects.</p> <p>Excellent IT skills and ability to use email, internet, databases, and management information service systems.</p>	<p>Experience within an educational and / or employability role.</p> <p>Knowledge of employer engagement with vulnerable people.</p> <p>Experience of working within a secure or prison-based environment and the operational challenges this can bring.</p> <p>Awareness of the issues of widening access to employment for vulnerable people.</p> <p>Experience of working within a multi-disciplinary team, keeping the young person's needs at the centre to ensure best outcome.</p> <p>Understanding of the behaviours and barriers impacting on young people with significant trauma and multiple ACEs (Adverse Childhood Experiences).</p> <p>Experience of planning events or implementing programmes of activity.</p>
Additional Requirements	<p>You will be empathetic to AI client groups; a dynamic and enthusiastic person who is approachable to both staff and clients, whilst motivating and inspiring your team.</p> <p>You will be passionate about the role and committed to ensuring that the clients will receive the best service possible.</p> <p>You will be determined and flexible in order to best achieve your personal goals and those of your team.</p>	

About Access to Industry

Passport CashBack

Access to Industry's 'Passport CashBack' provides a service for young people aged 16 to 22 in HMP YOI Polmont that increases their employability skills prior to liberation. On liberation, it supports them into work, education and training. The project considers all young people in Polmont as having the potential to build skills towards employment, regardless of length of sentence.

Polmont Activity: Each young person is assigned a Caseworker who works with them to formulate an action plan that reflects their interests and aptitudes. Caseworkers encourage the uptake of other appropriate activity and services to best ensure the widest support in Polmont. The Caseworker maintains contact throughout the client's sentence.

Access to Industry also employs a Passport Cashback Coordinator who is based within Polmont's Employability Hub. The coordinator arranges and delivers skills training, makes links with employers and encourages employer involvement. The Cashback Caseworkers work alongside the coordinator to influence the delivery programme and to encourage and support the young people's engagement with it.

Community Activity: On liberation, the same Caseworker supports the young person in the community to access opportunities and manage disclosure of convictions.

Geography: In Polmont, the project is available to all young people regardless of their home postcode. In the community, caseworkers work in areas with high numbers of young people who have served custodial sentences, these include Glasgow, North & South Lanarkshire, North & East Ayrshire, Fife and Tayside.

Staff Development

Access to Industry supports individuals with complex needs that may act as a barrier to progression. We are constantly reviewing the skills of our employees and developing these so we can best support our staff to meet the needs of the individual.

On joining Access to Industry, as part of your initial induction and depending on your role, training may include:

- Benefits training
- Mental Health First Aid
- Motivational Interviewing
- ASIST – Applied Suicide Intervention Skills Training
- Living Life to the Full – training in course delivery
- Conflict resolution – de-escalation

COVID-19 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 operate. At present we are following guidelines by supporting people remotely and, where required, in person. We are currently working inside Polmont and within communities where possible through blended means. We constantly review our practices in view of government guidance



How to Apply

Access to Industry Caseworker

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: Caseworker'.
- 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 7 May 2021 at 12 noon.
- Interviews will be held over a digital platform on 13 May 2021.

Access to Industry understands how difficult the current COVID 19 restrictions are on everyone. As the interviews will take place over a digital platform rather than face to face, we appreciate that interviewees may be in an environment where potentially there are distractions and issues with IT. Please be assured that the interview panel appreciate the temporary constraints we are all facing; this should not deter you from applying for the role.

Applications should be sent to:

Email: admin@accesstoindustry.co.uk

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

Terms and Conditions of Employment

Access to Industry

Caseworker
<p>Salary Salary for this post will be £23,000-£26,000. Appointment is usually at start of scale. 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 works 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 a Disclosure Scotland PVG form</p>
Appointment is subject to satisfactory references, disclosure and right to work.



Recruitment Privacy Statement

How We Use Your Data for Recruitment

Background

This privacy policy covers how Access to Industry collects, uses, stores and protects 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 named referees that the applicant provides and only with the applicant's consent.
- Visa and proof of the right to work in the UK.
- 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 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 this time 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 occasion 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.