



European Union



gov.scot

EUROPE & SCOTLAND
European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



Access to Industry Application Pack

Post: Caseworker

Project: East Lothian Offenders

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.





European Union



gov.scot

EUROPE & SCOTLAND
European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



Job Description

Job Title	Caseworker	Accountable to	AI Management Team
Working Hours	28-35 hours per week	Location	East Lothian
Salary Grade	£23,000 - £26,000	Length of Post	Funded until December 2022
Programme	ESF & East Lothian One Partnership	Project	Offenders Employability Programme

About the Role: A rare opportunity has arisen to join Access to Industry (AI) working within our established East Lothian Offenders Employability Programme. As Caseworker you will be a self-starter, creative and have the skills and sensitivity to guide long term unemployed individuals towards employment. This role is funded through European Social Fund meaning you will have strong administration skills around gathering evidence and record keeping. You will be a skilled networker working with a range of agencies across East Lothian.

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. You will focus on engagement and building positive relationships with clients. Working with them to set goals and an action plan; to build skills & confidence; and progress them into positive destinations.

You will work in partnership with key referral agencies and look to progress clients into opportunities across East Lothian including AI's Community College, which is delivered in partnership with Edinburgh College.

Casework: Through one-to-one casework support you will motivate clients; develop a personal action plan; and progress individuals towards, and into, positive destinations. You will support clients to create a CV, write a disclosure letter and actively seek employment. You will work on an outreach basis meeting clients in their local areas.

Barrier Removal: You will work holistically with individuals to identify barriers that are impeding on their progression and support them to overcome these barriers and progress safely into their positive destination.

Employability Skills: The caseworker will identify employability needs and set an action plan and goals. Assessment will identify transferrable skills and future skills requirement.

Quality Assurance: Maintaining excellent case management records through case recording using Caselink data management systems. Ensuring all aspects of file management aligns to ESF standards and AI's policies and practice.

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.



European Union



gov.scot

EUROPE & SCOTLAND
European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



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: You will be expected to manage your own caseload and work with minimum supervision within an outreach capacity.

Person Specification

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	Knowledge of case management within an outreach capacity and awareness of the challenges and opportunities this brings	Experience within an educational and employability role
	Demonstrable ability to monitor projects to ensure outcomes are achieved.	Knowledge of employer engagement with vulnerable people
	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 people
	Excellent written skills and experience of writing evaluation reports to funders	
	Proven organisation skills.	Experience of planning events or implementing programmes.
	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 East Lothian and manage time effectively.	
	You will be determined and flexible in order to achieve your and the teams goals.	

About Access to Industry

East Lothian Offenders Employability Programme

East Lothian Offenders Employability Programme supports people of working age who are long term unemployed and finding it difficult to gain employment as a result of their offending history. It is funded through East Lothian ESF Challenge Fund and East Lothian One Partnership Grant.

East Lothian Offenders Employability Programme is a service tailored to the individual and their needs. Offering a one-to-one service working holistically with the client addressing their concerns, confusions and anxieties of redundancy. The service will identify needs and support the individual through their journey towards and into employment. It will align skills training towards the growth employment sectors across East Lothian, whilst preparing clients for the wider opportunities within Edinburgh and the

Assessment will be carried out with each client one-to-one, identifying key areas that are posing barriers to progression and creating an action plan that will form key milestone to be achieved during their time on the project.

The caseworker will have the support of a line-manager with extensive case-management and barrier removal experience. They will also have the support of other services within AI including advocacy, training, formal learning and colleagues with extensive & wide-ranging knowledge.

As we ease out of COVID-19 restrictions, delivery will be both remote and in venues accessible to clients.

Staff Development

Access to Industry supports 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 so we can best support our staff to meet the needs of our clients.

On joining Access to Industry, as part of your initial induction and dependent 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
- Disclosure Scotland Training

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 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 remotely, with a return to in-person soon. We constantly review our practices in view of government guidance

How to Apply

Access to Industry Caseworker – East Lothian

Application is through a CV and a Supporting Statement.

- All applications should be marked CONFIDENTIAL: Caseworker East Lothian.
- 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 midday Friday 6 August 2021
- Interviews will be held digitally on Thursday 12 August 2021

Applications should be sent to:

Email: megfindlay@accesstoindustry.co.uk

Terms and Conditions of Employment

Access to Industry: Caseworker
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%
Annual leave Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum.
Working Hours 35 hours a week Monday to Friday. Some evening and weekend work may be required.
Equality and Diversity Access to Industry work towards the three aims of The Equality Duty in order to: 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.
Performance Review A three month probation review period will be in operation.
Disclosure Successful candidates will be required to complete an enhanced PVG
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 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.