



Access to Industry Application Pack
Post 1: Maternity Cover - Midlothian and East Lothian Mentor.
Post 2: Edinburgh Mentor.
Project: Shine

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



Job Description



Job Title	Mentor	Accountable to	AI Management Team
Working Hours	28- 35 hours per week	Location	Edinburgh or East Lothian and Midlothian
Salary Scale	£23,000 - £26,000	Length of Post	March 2023*
Programme	Shine Mentoring	Project	Shine

*The post for maternity cover will be a maximum of 12 months.

About the Role: An exciting opportunity has arisen to join the Access to Industry's Shine Mentoring Service. The posts are for Edinburgh or Midlothian and East Lothian. You will work in a trauma informed way supporting women who are currently involved within the justice system, with complex trauma, mental health, health and social care issues, to empower and build resilience within their community. You will work one-to-one with women across the communities to provide person centred, strength based, holistic and flexible support to create individual tailored action plans. You will work closely with social work and with the women justice centres in the areas.

KEY Responsibility areas will include:

Service Delivery: Shine Mentoring service provides a national mentoring programme to women who are residing within the community with current involvement within the justice services or for women who are being liberated from prison after serving a short-term sentence and being released with no statutory involvement.

Mentoring Role: The community mentoring role will work intensely with women to build positive relationships, set, and support achievement of action plans and build resilience for women to reintegrate positively within society. The role will focus initially on setting appointments; referral to appropriate key services; and ensuring your client is supported within the main areas of housing, benefits, and health. Over time you will work to progress your client into meaningful activities, building routine and structure and empowering them to become active citizens and achieve their full potential.

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

Administration: You will administer all aspects of the project from referrals, risk assessment, action planning and goal setting.

Quality Assurance & Management Systems: You will maintain excellent records and will maintain case management through use of the Case Management System (CMS).

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 opportunities are carried out in accordance with Health and Safety legislation and good practice.





Communications: To engage in effective communication with external agencies, including statutory and third sector agencies alongside Shine partners. Build and sustain the relationship with the women and develop strong working relationships with key referral partners, in particular Criminal Justice Social Work and attend meetings on AI's behalf. You will contribute to internal reporting procedures both written and verbally. You will market the project externally. You will always ensure client and organisation confidentiality.

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; Criminal Justice; health, or other wellbeing disciplines.
Knowledge, Skills and Experience	Experience in working with clients who have complex health and social care needs	<p>Experience of working within a criminal justice environment</p> <p>Experience of multi-disciplinary case management practice and working effectively with partners</p> <p>Demonstrate an understanding/knowledge of the Scottish justice system, Scottish Prison Service, prison setting, law courts and court procedures.</p>
	Ability to motivate and engage people in progression routes.	
	Knowledge of case management within an outreach capacity and awareness of the challenges and opportunities this brings	
	Excellent communication skills working effectively with internal and external colleagues and partners.	
	Demonstrable ability to monitor projects to ensure outcomes are achieved.	
	Excellent IT skills and ability to use email; internet; databases and MIS systems to ensure effective monitoring and evaluation of this service.	
	Ability to working in a challenging and exceptionally demanding environment.	
	An ability to work independently; manage your time; and strong organisation skills.	
	Excellent written skills and case recording	
Additional Requirements	Skilled in effective organisation and planning; time-management; record-keeping; working under own initiative; and in use of ICT.	
	Empathetic and non-judgemental in your approach to working with people and the challenges they face.	An awareness of trauma informed practice.
	Some knowledge/experience of how statutory and voluntary agencies operate within a multi-agency approach.	An awareness of the impact of Adverse Childhood Experiences.
	Patient and passionate towards the role and committed to ensuring that the women will receive the best service possible.	
	A team player, you will be determined and flexible in order to achieve your personal and your project's goals.	





AI Information

Shine is a national mentoring service for women offenders. It is delivered in prison prior to release or in the community if a person is serving a Community Payback Order (CPO). This project is funded through the Scottish Government – Shine is a national mentoring partnership for women. It is lead by Sacro and Access to Industry are one of 7 partners.

Access to Industry manages and delivers Shine in the community within Lothian and is responsible for prison-based Shine Champions in HMP Edinburgh, HMP+YOI Polmont and HMP Cornton Vale.

The service provides participants with support on a one-to-one basis. Mentors talk through the individual challenges that participants face and the issues that they might encounter on release.

On their release, participants continue to receive support from their mentors. This includes practical assistance with practical issues and emergencies. This on-going support helps ensure that everyone's transition back into society is as smooth as possible and that they do not revert to any type of damaging behaviour.

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

Mentor - Shine

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: 'Mentor - Shine'.
- Please state in your covering email if applying for Maternity Community Mentor role within Midlothian and East Lothian or Community Mentor Role within Edinburgh and how many hours would be your preference.
- 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 Monday 4 October 2021
- Interviews will be held in Edinburgh on: 13 October 2021
- Due to the current restriction's 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>Mentor: Shine</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.

