



Access to Industry Application Pack

Post: Access to Industry Coordinator

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	Coordinator	Accountable to	AI Management Team
Working Hours	Full time: 35 hours per week	Location	Base: HMP YOI Polmont
Salary Grade	£28,000 - £30,000	Length of Post	Until March 2023
Programme	CashBack for Communities	Project	CashBack Passport

About the Role: Based within HMP YOI Polmont you will be responsible for the coordination and delivery of an Employability Programme within the Employability hub of Polmont. In addition to this you will offer employability casework to individual clients. You will also work externally with employers across Scotland to ensure a national profile of employment opportunities are maximised for our young people.

Key responsibility areas will include:

Service Delivery:

The role is to coordinate the Cashback Passport Polmont Project based within HMP YOI Polmont. You will be responsible for the coordination of the skill-based training and employability programme that runs from the Polmont Employability and Enterprise Hub, liaising with external trainers and employers to ensure the most effective programme is being offered within the establishment to best prepare our young people for positive progression routes on liberation.

In addition to coordination of the programme, you will be responsible for the coordination of the three Cashback Passport Caseworkers' activity whilst based within HMP YOI Polmont. This will involve timelining staff access on a weekly basis, identifying young people to be referred to caseworkers and being the point of contact, line manager, whilst they are in Polmont. You will also oversee their activity whilst in Polmont to ensure they are recording activity and engaging effectively with young people, progressing them into positive activities whilst in custody and making the links with the appropriate organisations in the community.

You will work in close partnership with the SPS (Scottish Prison Service) officers and the SPS first line manager for employability, to create a skills-based employability programme that will meet the needs of the current cohort of clients within custody.

You will ensure that the programme of skills-based activity links with the work parties and other activity on offer within the establishment, alongside aligning to the growth sectors and employment opportunities available in communities for once the young people are released.

The role will focus on offering support and guidance around disclosures, CV and mock interviews. Creating opportunities for progression and having strong employer links and ability to bring employers into Polmont and have offers of employment or work placements for young people on release.

Working in partnership with referral agencies, including CashBack Passport funded partners, to provide a multi-agency approach to enabling young people to achieve their goals and reduce the risk on liberation of ever returning to prison.

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

Maintaining excellent case management records through case recording using data management system. Ensuring all aspects of file management is 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. Maintain computerised data management and report using different management systems to record information for funders and senior 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.

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 within a challenging and at times unpredictable environment.</p> <p>Demonstrable ability to monitor projects to ensure outcomes are achieved.</p> <p>Ability to motivate and engage staff to achieve their best both for the clients and the organisation</p> <p>Experience of coordinating a team and supporting them to progress whilst ensuring targets are being met.</p> <p>Target driven and be able to cope with working in a challenging and exceptionally demanding environment.</p> <p>To have excellent communication skills working effectively with internal and external colleagues and partners.</p> <p>Excellent written skills and experience of writing evaluation reports to funders.</p> <p>Proven organisation skills.</p> <p>Excellent IT skills and ability to use email; internet; databases and MIS systems to ensure effective monitoring and evaluation of this service.</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 line management.</p> <p>Experience of working as a partner within the SPS.</p> <p>Working knowledge of the disclosure system.</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: The coordinator arranges and delivers skills training, makes links with employers, and encourages employer involvement. They are responsible for the Passport CashBack caseworkers whilst they are in Polmont and the coordinator will manage the support offered within Polmont.

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, but not limited to: 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

How to Apply

Access to Industry Coordinator

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: Coordinator'.
- CVs 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 Midnight Monday 25 April 2022.
- Interviews will be held on Thursday 5 May 2022.

Applications should be sent to:

Email: admin@accesstoindustry.co.uk

Terms and Conditions of Employment

Access to Industry

Coordinator
<p>Salary Salary for this post will be £28,000-£30,000. 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. Prison operating hours are 8am-4pm Monday-Thursday, and 8am-3pm Friday.</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 six 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 GP 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 five 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.