



Access to Industry Application Pack

Post: Access to Industry Caseworker

Project: Parents' Employability Project - Access Progress

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 x 2	Accountable to	AI Management Team
Working Hours	14-35 hours per week	Location	Edinburgh
Salary Scale	£24,500 - £27,500 (pro rata)	Post	Permanent
Programme	Parental Employability Support Fund	Project	Access Progress

About the Role: An opportunity has arisen to support adults who are parents in Edinburgh, towards employment. You will be a self-starter and be creative in order to find and engage with eligible unemployed parents across Edinburgh. Your role will be to support them develop confidence and skills to progress into learning and employment and develop activity that supports this. We are looking to recruit two Caseworkers and this part-time (minimum 14 hours per week) to full-time (35 hours per week).

Key responsibility areas will include:

Service Delivery: This role will focus on the intensive case management support of parents who are unemployed. Working across Edinburgh you will develop programmes of support, and link with AI's existing support, to move parents into education, training, or employment.

One-to-one support: You will work holistically with parents. This means that you will provide, or source, support that is impeding their progression and devise an Action Plan to address this. This could include welfare advice; financial planning & budgeting; wellbeing support; and motivational support. One-to-one sessions take place in a place of safety for the parents – it will be flexible to accommodate the needs of the client. You will have the support of AI's other services.

Skills based activity: You will motivate and support clients to achieve qualifications, that can be delivered in outreach both individually and in small skill-based group settings across the city. Clients will be able to progress into AI's city centre Community College which offers accredited learning. Skill based learning will be offered through AI's in-house training programme including CSCS training; Driving theory; First Aid; digital skills. You will develop new learning and training opportunities. Your role may develop to deliver opportunities learning opportunities yourself for clients.

Relationship management: You will work in outreach across the city to find and engage with eligible parents. This will include establishing relationships with schools; Community Learning and Development; health practitioners; children and family centres and specialist parental services.

Outcomes: You will support clients to achieve project outputs and outcomes, part of this will be ensuring that evidence of outcomes is achieved in line with funder requirements.

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

AI Team: You will play a part in the wider team of AI through attendance at internal meetings and participation in shared services across the teams.



Quality Assurance & Management Systems: You will maintain excellent records and will maintain case management through use of the City's Management Information System, Helix. Training will be provided.

Health & Safety and Property Management: You will ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing AI policies and procedures.

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 through writing and verbally. You will market the project externally. You will ensure client confidentiality at all times. You will contribute to this ensuring our internal Comms receives updates, making our social media presence is current on our digital platforms.

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 relevant qualification in a subject such as Community Education, Careers Guidance, Social Policy, Social Care or Childcare related fields
Knowledge, Skills and Experience	<p>Experience of client case management within a supportive setting and of client barrier removal.</p> <p>Experience in putting in place support for individuals to build their personal resilience.</p> <p>Skilled in developing, recruiting and delivery of a programme of learning activity.</p> <p>Strong time management skills; ability to work on own initiative; and able to prioritise own workload.</p> <p>Knowledge of education and support services in Edinburgh.</p> <p>Experience of monitoring projects to ensure outcomes are being achieved and gathering evidence to verify outcomes.</p> <p>Confident using Microsoft Office suite.</p> <p>Excellent written and verbal communication skills.</p>	<p>Experience of working in a supportive role with unemployed people.</p> <p>Knowledge of the welfare systems and financial support for unemployed parents</p> <p>Knowledge and understanding of a trauma-informed approach to service delivery.</p> <p>Knowledge of the impact parenting can have on mental health and emotional wellbeing</p> <p>Experience of working in an outreach setting.</p>
Additional Requirements	<p>Empathetic and non-judgemental in your approach to working with individuals and groups and an ability to easily build a positive rapport.</p> <p>Patient, passionate and committed to delivering the best service possible.</p> <p>A team player, you will be determined and flexible in order to achieve your and your team's goals.</p>	



About Access to Industry

Parental Employability Support Fund

Access to Industry (AI) will deliver an employability service to unemployed parents (or someone who cares for a child) across the city of Edinburgh. Access Progress caseworkers will engage with parents who are unemployed or, having moved into work, are experiencing in-work poverty. It works closely with our other parent's project Access Data. It will specifically work with parents:

- with a disability or have a disabled child
- from a minority ethnic background
- who have a child under 1
- are an employment returner

The project will seek eligible parents through outreach with schools – in particular the family engagement practitioners and early years officers; Community Learning and Development; health practitioners; children and family centres and specialist parental services - Circle; and other parental support organisations.

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.

Caseworkers will provide one-to-one support and skills-based activity. The project will link with the wider initiatives within AI, including our Cowgate based community college, and also key employment initiatives in the city. There will be the opportunity to work directly with employers.

Hours: Both roles can be between 14-35 hours per week. Please state on your covering statement your preferred number of hours.

Funding: The post is funded by the City of Edinburgh Council with funds, for supporting parents, coming from the Scottish Government. Both the CEC and Scottish Government have intimated commitment to funds to March 25, with this confirmed annually. These posts are permanent though remain dependent on those funds being released.

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 your training may include:

- 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
- Train the Trainer



How to Apply

Access to Industry Caseworker

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: Caseworker, Access Progress.
- 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. **Please state on the supporting statement the number of hours you are applying for (14-35 hours).**

The supporting statement 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: Middy, Monday 28 November 2022
- Interviews will be held on: 8-9 December 2022

Interviews will be face-to-face at 156 Cowgate.

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 scale is £24,500-£27,500. 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 14-35 hours a week Monday to Friday. Full-Time is 35 hours per week. 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>
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.