



# **Access to Industry Application Pack**

## **Post: Access to Industry Caseworker**

### **Project: EdinMe**

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



## Job Description



<b>Job Title</b>	Caseworker	<b>Accountable to</b>	Access to Industry Management Team
<b>Working Hours</b>	28-35 hours per week	<b>Location</b>	Edinburgh
<b>Salary Scale</b>	£25,480 - £28,600* (*pro rata for part-time)	<b>Length of Post</b>	Permanent
<b>Programme</b>	Youth Services	<b>Project</b>	EdinMe

**About the Role:** An exciting opportunity has arisen to join the Access to Industry Young People's EdinMe Service. You will work in a trauma-informed way supporting young people aged 16-21, with complex health and social care issues, to progress towards education, training or employment. You will be part of a small team working one-to-one with young people, as well as developing and delivering structured group work.

### Key Responsibility areas will include:

**Service Delivery:** This role will focus on the intensive case management of young people from the City of Edinburgh who have mental health issues, which may be a result of adverse childhood experiences. Their challenges to progress may be compounded by emerging issues with substances; offending behaviour; family support; and/or accommodation. You will work in outreach, to engage with Edinburgh's young people including i.e. schools, Through-Care After-Care, young person's substance use practitioners and HMP YOI Polmont (linking with Access to Industry's Passport CashBack project).

**Caseworker Support:** You will work one-to-one with young people, assessing their needs, devising action plans and working holistically. Support will be flexible, from employability to welfare advice.

You will work to progress clients into training programmes, employment, and education. Over time you will develop small group work programmes that meet the needs of the young people that you support.

**Targets:** The project has annual targets and outcomes that you will work towards achieving and providing evidence of for funders. This is monitored monthly through team meetings and within support and supervision.

**Partnership:** Pivotal to your role, you will be working with other services and agencies to build positive networks for young people and referral sources into the service.

**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 Access to Industry (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 Management Information System, Helix.

**Health and Safety & 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. You will ensure that all work 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:** The post holder will be expected to manage their own caseload and work with minimum supervision partly in an outreach capacity.



## Person Specification



EDUCATION/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified to degree level or relevant experience	✓	
EXPERIENCE AND KNOWLEDGE		
Experience of working with young people*	✓	
*in an employability context		✓
Ability to identify and address complex health and social needs of an individual, enabling sustained engagement, barrier removal and progression	✓	
Skilled in supporting individuals to build their personal resilience, in particular young people affected by substance use or young people living with poor mental health	✓	
Experienced in developing and delivering a programme of group work/training that build skills	✓	
Experience of working with young people affected by Adverse Childhood Experiences		✓
Target driven and experience of monitoring projects to ensure outcomes are being achieved	✓	
Awareness of the issues of widening access to employment for young vulnerable people		✓
A knowledge of trauma-informed practice		✓
SKILLS & PERSONAL QUALITIES		
Good oral and written communication skills	✓	
Good team player, but also comfortable working autonomously and proactively	✓	
Understanding of how statutory and voluntary agencies operate within a multi-agency approach		✓
Empathetic and non-judgemental in your approach to working with people and the challenges they face	✓	





## Access to Industry Information

**EdinMe** is a service for young people in Edinburgh aged 16-21, and up to 25 if care experienced, with emerging and entrenched mental health issues affecting their progression towards sustained employment, education, or training. Through one-to-one appointment, group work and an embedded employability focus, the project will support young people to improve their mental health and achieve positive outcomes.

Developing referral routes, EdinMe will particularly seek to support those who are care experienced, have been exposed to substance use and homelessness and young people leaving prison – groups who are particularly susceptible to poor mental health.

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 activities within the AI office or in outreach.

You will develop and deliver group work that is focussed on wellbeing and collective advocacy, addressing issues that are important to the young people and empowering them with coping skills and knowledge to support them going forward. Group work is used as a mechanism to maintain engagement while building skills and confidence. The project delivers this directly, and also through third parties including Edinburgh College and external training providers.

The project will link with the wider initiatives within AI, including our Community College.

**Funding:** This project is funded by Edinburgh Alcohol and Drug Partnership (EADP) and Corra PDI. Current funding is until 31 March 2025.

**Hours:** The role can be 28 or 35 hours per week, **please state on your application your preference of hours.**

**Staff Development:** AI 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 so we can best support our staff to meet our clients' needs. On joining AI, as part of your initial induction, your training may include:

- Mental Health First Aid
- Motivational Interviewing
- Living Life to the Full training
- Conflict resolution – de-escalation
- ASSIST – Suicide Prevention Training
- Trauma-Informed Practice
- Safe to Talk training



## How to Apply

### Caseworker - EdinMe

#### Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: 'Caseworker – EdinMe'.
- 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: **Monday 11 December 2023.**
- Interviews will be held in Edinburgh on: **Monday 18 December 2023.**

#### Applications should be sent to:

Email: [admin@accesstoindustry.co.uk](mailto:admin@accesstoindustry.co.uk)

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



## Terms and Conditions of Employment

<p><b>Caseworker – EdinMe</b></p>
<p><b>Salary</b>  Salary scale for this post is £25,480-£28,600 (pro rata for part-time). Starting salary offered will be dependent on experience.  AI operates an auto enrolment pension. AI contribution is 6%; employee contribution is 2%.</p>
<p><b>Annual leave</b>  Entitlement is 25 days per annum (pro rata). Public holiday entitlement is 10 days per annum.</p>
<p><b>Working Hours</b>  28-35 hours a week (35 hours = full time). Some evening and weekend work may be required.</p>
<p><b>Equality and Diversity</b>  Access to Industry work towards the three aims of The Equality Duty in order to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful direct or indirect discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010;</li> <li>• 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</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul>
<p><b>Performance Review</b>  A three-month probation review period will be in operation.</p>
<p><b>Disclosure</b>  Successful candidates will be required to complete an enhanced PVG.</p>
<p><b>Appointment is subject to satisfactory references, disclosure and right to work.</b></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 named 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 ethnicity, religion and 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 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 six 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 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. 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](mailto: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 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.

