

Access to Industry Application Pack

Post: Access to Industry Caseworker

Project: NOLB* Stage 1 – Moving Forward for Parents

*No One Left Behind

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Job Description

Job Title	Caseworker	Accountable to	AI Management Team
Working Hours	28-35 hours per week	Location	Edinburgh
Salary Scale	£27,581-£29,744 (pro rata for part-time)	Post	Permanent*
Programme	NOLB Stage 1	Project	Moving Forward for Parents

*The post is funded until 31 March 2027, with funding released separately for each budget year.

About the Role: An opportunity has arisen to join Access to Industry's (AI) new NOLB Stage 1 programme for parents. You will be a self-starter who is able to encourage engagement, build positive relationships based on trust and respect, and support progression to positive destinations. You will be a confident network builder, working autonomously in outreach.

Key responsibility areas will include:

Service Delivery: The role will focus on the intensive case management of parents of young people leaving school with no positive destination. You will offer support to parents who have young people attending schools in cluster 1 (Gorgie Mills; James Gillespie's; St Thomas Aquin's; Tynecastle; and Boroughmuir).

Casework: You will provide one-to-one support to parents. You will devise with them an Action Plan towards goals. This will include identifying their needs and barriers to achieving. In supporting them to achieve the Action Plan, you will directly link with wider support and provisions (e.g. counselling; housing; health; welfare advice). This will have the purpose of building their confidence, increasing resilience and developing self-efficacy. You will deliver this in an accessible location. You will deliver this service in a holistic, trauma-informed approach (training can be provided).

Development: As this is a new project to AI and the City of Edinburgh, you will be directly involved in its development. This will include designing opportunities in response to the interests and needs of the cohort. As part of a City-wide project (with other organisations taking the lead in other areas) you will share your learning. You will be involved in designing the processes and documentation.

Relationships & Partnerships: You will work collaboratively with schools. You will build a network of services for appropriate signposting. You will work collaboratively with colleagues delivering this service in other areas in the City.

Targets & Outcomes: Targets for the project are 'sustained engagement' with clients and referral/progression onto other meaningful provision(s). You will support clients towards these and provide evidence in line with funder requirements. You will contribute to quarterly reports including case studies.

Skills-based activity: AI has a Community College in the Cowgate which will be a referral option for your clients. You may choose to get involved in developing and delivering new learning and training opportunities to students across all AI projects.

Administration: You will administer all aspects of the project from referrals, support, training to progression routes.

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 and Management Systems: You will maintain excellent records through use of the City's Management Information System, Helix. You will ensure all aspects of file management are in accordance with AI procedures. 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 and specialist providers 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 make sure our internal Comms Officer receives updates, making sure our social media presence is current across our digital platforms.

Other Requirements: The post holder will be expected to manage their own caseload and work with minimum supervision, including in an outreach capacity. The post holder will be expected to organise working time in such a way as 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 with management.

About Access to Industry

NOLB Stage 1 (No One Left Behind)

NOLB Stage 1 is a new service that Access to Industry have been delivering since 1 April 2024. It is commissioned through City of Edinburgh Council and contract managed by Capital City Partnership (CCP) as a stage 1 (engagement) employability provision. The funding was broken up into geographical 'clusters' (based on school catchment areas) and Access to Industry were successful in bids for two out of the seven clusters across the city. Two Caseworker posts are supported through this project covering different 'clusters' in the City (Cluster 1 and 3).

The parental part of the project aims to provide support to parents of young people not in education, training or employment with personal one-to-one support to progress into meaningful activity. The project will work with the parent(s) to identify barriers to achieve their potential, supporting them to address these. Support is delivered in a way that builds skills needed to progress, as well as promoting mental health wellbeing. Support could include welfare advice; financial planning and budgeting; wellbeing support; motivational support; advocating and assisting to other appointments. One-to-one sessions take place in a place of safety for the parent(s) – it will be flexible to accommodate the needs of the client. You will have the support of AI's other services in the City and of a caseworker colleague in your direct team.

Geography: This role will focus on areas around Cluster 1 – Gorgie Mills; James Gillespie's; St Thomas Aquin's; Tynecastle; and Boroughmuir. You will work in outreach where parents can access and feel in a safe space. The project aims to support the twenty-minute neighbourhood. You may travel with them across the city to access services or achieve goals, including AI's premises at 156 Cowgate.

AI's Community College: Clients will be able to progress into AI's city centre Community College which offers accredited learning. Skills-based learning will be offered through AI's in-house training programme including CSCS Training; Driving Theory; First Aid; and Digital Skills.

Funding: There is commitment of funding through City of Edinburgh until March 2027. This is released on a 1yr+1yr+1yr basis, as it is dependent on City of Edinburgh Council annual funding from The Scottish Government.

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, as part of your initial induction and depending on your role, training may include:

- Benefits Training
- Trauma-Informed practice
- 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 Trainers
- Emergency First Aid

How to Apply

Access to Industry: Caseworker

Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: Caseworker NOLB stage 1 – Moving Forward for Parents.'
- 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 noon **Monday 14 October 2024**.
- Interviews will be in-person in Edinburgh on **Thursday 17 October 2024**.
- For an informal chat about this role contact AdeleHill@accesstoindustry.co.uk

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 for this role will be £27,581-£29,744 (pro rata for part-time). Placement based 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. This rises incrementally to 30 days per annum from three years of service, incremental at one day per year (pro-rata, where role is not full-time).</p>
<p>Working Hours 28-35 hours a week, Monday to Friday. Some evening and weekend work may be required.</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, PVG 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 named referees that the applicant provides and only with the applicant's 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, religions 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 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 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 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 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.