

Access to Industry Application Pack

Post: Caseworker (Maternity Cover)

Project: EnCompass

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



Job Description



Job Title	Caseworker (Maternity Cover)	Accountable to	Access to Industry Management Team
Working Hours	21-28 hours	Location	Edinburgh
Salary Scale	£29,545-£31,862 (full-time equivalent)	Length of Post	Initially end January 2027
Programme	CEC	Project	EnCompass

About the Role: An opportunity has arisen for Access to Industry (AI) to recruit an enthusiastic individual to work within our EnCompass team, focusing on work with our clients in recovery from problematic substance use and justice involvement. You will be a self-starter and be creative in order to deliver casework and develop activity that enhances clients' confidence and skills in order to progress them into further learning and employment.

Key responsibility areas will include:

Service Delivery: Working within a small team you will provide employability support to people with complex health and social care needs, with a focus on people in recovery from problematic alcohol and substance use and involvement with the justice system. Support will be offered in both one-to-one and group work where you will be responsible for the case management of clients and the development and delivery of group work. This role will also include responsibility for the service we provide in and out of HMP Edinburgh, supporting Edinburgh-bound prison leavers. Generally, this will involve one day per week working in the prison and will also include our input to the successful CSCS (Construction Skills Certification Scheme).

Case Management: You will provide one-to-one education, training, and employability support to people with 'complex needs'. Your main caseload will be people who are in recovery from problematic alcohol and substance use and people who are recently liberated from prison or who have had recent community justice involvement. You will action plan and goal set with this group and meet regularly to support their achievements. Engagement will take place within our Cowgate Community College premises, and in outreach settings across the city, to meet the needs of the clients.

Skills and Learning Group Work: You will contribute to the EnCompass team's development and delivery of therapeutic and skills-based group work programmes, building on current group offerings – including CSCS training; Driving Theory; Employability Skills; and Digital Skills. You will support your clients to access accredited learning through AI's partnership with Edinburgh College and our own accredited courses as an approved Qualifications Scotland centre.

Relationship Management: Key to this role is a strong, professional approach to managing relationships with both referring partners and those providing opportunities for our clients.





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 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's 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 written evidence and verbally. You will always ensure client confidentiality. You will market the project externally. You will contribute to this by ensuring that our internal Comms Officer receives regular updates, helping to make sure that 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, 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 people*.	✓	
*in an employability context.		✓
Ability to identify and address complex health and social needs of an individual, enabling sustained engagement, barrier removal and onward progression.	✓	
Skilled in supporting individuals to build their personal resilience – in particular people affected by problematic alcohol and substance use or justice.	✓	
Experienced in developing and delivering a programme of group work/training that builds skills.	✓	
Experience of casework – including goal setting, action planning and barrier removal work.		✓
Target driven and experience of monitoring projects to ensure outcomes are being achieved.	✓	
Awareness of the issues of widening access to employment for 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.	✓	



AI Information



EnCompass is one of AI's flagship employability services which focuses on education, training and employability for unemployed adults living across Edinburgh. The project specialises in supporting people to overcome barriers that prevent them from progressing into positive destinations. Our main cohort of clients are people in recovery from problematic substance use, justice involvement and those with insecure accommodation. We understand that what underpins these issues can be related to trauma and poor mental health.

Our clients have barriers that hinder their progress into employment. These may be more complex health and social care needs around trauma, housing, or poor mental health, which require longer term support to progress into employment, education, or training. EnCompass is not a time-limited service. Therapeutic group work and skills-based training programmes within the community play a key part in providing that additional time and also in building routine and skills. The Caseworker role includes delivery of group work.

Building relationships is also key to EnCompass's success – for the substance recovery group, this is with key staff within the recovery hubs and recovery services across Edinburgh (both within NHS and third sector environments). It is also in developing opportunities to deliver employability support to groups within outreach settings. Through outreach, a Caseworker will build positive relationships with clients enabling them to progress to AI's centre, where they will be able to further their employability journey. For people with lived or living experience of justice, the main involvement will be with justice social work and the Scottish Prison Service.

All AI work is delivered through trauma-informed and person-centred practice and we work holistically with our clients to ensure nothing is missed. We work in partnership with Edinburgh College to provide a community college within our Cowgate premises. We are also an approved Qualifications Scotland centre.

EnCompass is funded through City of Edinburgh Council and is managed by Capital City Partnership. We use Helix case management system to record and evidence all support. Caseworkers hold a caseload of 40 clients per year. Current contract period is 3 years +3 (from April 2022).

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 so 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
- Living Life to the Full training
- Conflict resolution – de-escalation
- Train the Trainers



How to Apply

Access to Industry: Caseworker

Application is through a CV and a Supporting Statement.

Applications should confirm that you meet the eligibility criteria and include a CV and Supporting Statement. All emails should be marked 'CONFIDENTIAL: EnCompass Caseworker'.

Curriculum Vitae (CV):

Your CV should describe your education and experience and should include two referees, ideally one of whom should be your most recent employer (if you have one), but other referees are acceptable. We will not contact referees prior to interview.

Supporting Statement, please include:

- Preferred hours: State in the opening paragraph of the Supporting Statement what your preferred hours per week are and if you have a preference for working pattern/days (or days you would be unable to work).
- Person Specification: The Supporting Statement should demonstrate your experience and how this matches with our requirements in the Person Specification and Job Description.
- Length: The Supporting Statement 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 and time for applications is:
Interviews will be held in Edinburgh on:

Monday 29 June 2026 (noon)
Wednesday 8 July 2026

Applications, marked confidential as per above, should be sent to:
Email: mail@accesstoindustry.co.uk



Terms and Conditions of Employment

Access to Industry
<p>Appointment: Appointment is subject to satisfactory references, PVG (where role requires this) and right to work.</p> <p>Appointment is subject to an initial 3-month probation period.</p>
<p>Hours: Full-time hours is a 35-hour working week. The Job Description will outline the hours for the role applied for.</p> <p>Salary: Starting salary offered will usually be at point one on the salary scale. AI's progressive salary structure includes an increment award following successful annual appraisal, until top of scale is reached. Salary range is stated in Job Description.</p> <p>Pension: AI operates an auto-enrolment pension. AI's enhanced employer contribution is 6% of salary (statutory requirement is 3%); minimum required employee contribution is 2%.</p>
<p>Annual leave: 35 days leave (25 annual leave and 10 days public holidays) rising to 30 days annual leave after 8 years of service (45 days total). Pro Rata for part-time.</p> <p>Sick Leave: AI has enhanced sick leave at full rate of pay (conditions apply).</p> <p>Work Anniversary leave: A single additional day's leave is given for at each 'decade' of service.</p>
<p>Training: Organisation and role training is provided on induction. Ongoing training and development is provided. There are three 'all staff' training/team building events in a year. AI employees have unlimited access to a range of online training through The Charity Learning Consortium.</p>
<p>Employee Assistance Programme (EAP): AI have a 24 hour/365 day per year EAP in place.</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.

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 (GDPR).

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 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 is the held?

Most information is transmitted by email and 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 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 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 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.

