**Access to Industry Application Pack**

**Post: Access to Industry Shine Mentor**

**Enclosed in this pack is:**

* Job Description
* Person Specification
* How to Apply
* Terms and Conditions

Access to Industry

156 Cowgate

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**JOB DESCRIPTION**

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| **Job Title** | Shine Mentor | **Accountable to** | AI Management Team |
| **Working Hours** | Up to 35 hours per week | **Location** | Edinburgh, Mid and East Lothian |
| **Salary Grade** | £23000 - £26000 per annum | **Length of Post** | Funded until March 2021 |
| **Programme** | Shine Womens Mentoring Service | **Project** | Shine |

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| **About the Role**:  Based within the communities of Edinburgh, East Lothian and Midlothian you will provide a mentoring service to women who are being liberated from custody and to women who are serving a community based sentence. You will establish a positive relationship with women and work one to one to support them to build capacity, enabling them to reintegrate positively within their community.  This is a diverse and multi-disciplinary role involving strong partnership working and effective communication skills.  The Shine partnership programme is led by Sacro. Access to Industry are a partner. This role is employed and managed by Access to Industry. |

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| **KEY Responsibility areas will include:**  **Service Delivery**  The role is to provide motivational support, to women who are residing within East Lothian and Midlothian  **Mentoring Role**  The community mentoring role will work intensely with women who are residing within East Lothian and Midlothian. You will build positive relationships; set and support achievement of action plans; build resilience; and reintegrate positively within society. The role will focus initially on setting appointments; referral to appropriate key services; and ensuring your client is supported within the main areas of housing, benefit and health. Over time you will work to progress your client into meaningful activities, building routine and structure and empowering them to become active citizens and achieve their full potential.  You will play a part in the wider team of Access to Industry through attendance at internal meeting and participation in shared services across the Teams.  **Quality Assurance**  Maintaining excellent case management records through case recording using shine data management systems. Ensuring all aspects of file management is in accordance with shine procedures.  **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.  Establish a system to provide support to people in a positive and motivational way, and where appropriate challenge people’s attitudes and decision making processes.  **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.  **Communications**  To engage in effective communication with external agencies, including statutory and third sector agencies alongside shine partners. Build and sustain the relationship with the women and develop strong working relationships with key referral partners, in particular Criminal Justice Social Work. Provide written reports on a quarterly basis evidencing women’s journeys and monitoring of your caseload.  **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**

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| Key Areas | Essential | Desirable |
| Qualifications and Attainment | Educated to degree level or equivalent | A qualification in Criminal Justice or Community Education. |
| Knowledge and Experience | Experience in working with clients who have complex health and social care needs | Experience of working within a criminal justice environment  Experience of multi-disciplinary case management practice and working effectively with partners |
| Ability to motivate and engage people in progression routes. |
| Knowledge of case management within an outreach capacity and awareness of the challenges and opportunities this brings |
| Excellent communication skills working effectively with internal and external colleagues and partners. |
| Demonstrable ability to monitor projects to ensure outcomes are achieved. |
| Excellent IT skills and ability to use email; internet; databases and MIS systems to ensure effective monitoring and evaluation of this service. | Awareness of the issues faced by vulnerable women  Experience of recording case notes electronically for a vulnerable client group |
| Ability to working in a challenging and exceptionally demanding environment. |
| An ability to work independently; manage your time; and strong organisation skills. |
| Excellent written skills and case recording |
| Additional Requirements | You will be empathetic and patient individual who is consistent in their approach with clients who are often in a state of crisis. |  |
| You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible. |
| You will be determined and flexible in order to achieve the overall shine goals. |

**Access to Industry – Shine Mentor**

**How to Apply**

**Application for the post of Access to Industry Caseworker is through a CV and a Supporting Statement.**

* All email applications should be marked CONFIDENTIAL: Shine Mentor.
* CV’s should include two referees one of whom should be your most recent employer. We will not contact referees prior to interview. **Please include your name in the title of your CV document.**
* 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. **Please include your name in the title of your supporting statement document.**
* Closing date for applications being received is 5pm Monday 9 December 2019
* Interviews will be held in Edinburgh on Monday 16 December 2019

**Applications should be sent to:**

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

**Access to Industry - Shine Mentor**

**Access to Industry Terms and Conditions of Employment**

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| Shine Mentor |
| Salary  * Salary for this post will be £23,000-£26,000. Appointment usually at start of scale. * AI Employer pension contribution is in line with statutory legislation, currently 6%. AI pension provision is through auto enrolment, full contribution required is 8%. |
| Annual leave  * Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum. |
| Working Hours  * 35 hours a week Monday to Friday. Some evening and weekend work may be required. |
| Diversity & Equal Opportunities  * Access to Industry is an equal opportunities employer. |
| Performance Review  * A three month probation review period will be in operation. |
| Disclosure  * Successful candidates will be required to complete an enhanced PVG |
| Appointment is subject to satisfactory references, disclosure and right to work. |