Access to Industry Application Pack
Post: Caseworker
Project: Access Data

Enclosed in this pack is:

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

Job Description

Job Title	Caseworker	Accountable to	AI Management Team
Working Hours	28-35 hours	Location	Edinburgh
Salary Scale	£24,000 - £27,000*	Length of Post	31 March 2025
Programme	NEST	Project	Access Data

*placement dependent on experience

About the Role: An opportunity has arisen to join Access to Industry's project encouraging people into work in the data sector. You will be a self-starter and be creative to engage and support eligible clients across Edinburgh. Your role will include developing confidence and skills to progress into continued learning & employment and/or increase in-work prospects. You won't necessarily know about the data sector or have those skills yourself, but you will have an interest and see the opportunities the sector can provide to clients.

Key responsibility areas will include:

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

One-to-one support: You will work holistically with clients. This means that you will provide, or source, support to tackle barriers that impede client's progression, devising an Action Plan to address this. This could include welfare advice; financial planning & budgeting; wellbeing support; and motivational support. One-to-one sessions will be flexible to accommodate the needs of the client. You will have the support of AI's other services and training will be available.

Skills based activity: You will support clients to progress into AI's city centre Community College offering accredited learning and into Access Data courses. Skill based learning is offered through AI's in-house training programme including CSCS training; Driving theory; digital skills. Your role can develop to include delivery of these trainings.

Relationship management: You will work in outreach across the city to find and engage with eligible groups and establish relationships with agencies working in the data sector. With the Project's Coordinator, you will work to establish relationships with employers who may provide work placements, both in the data sector, but also for roles that may benefit AI's wider projects.

College Partnership: with the Project's Coordinator you will be responsible for the operational management of AI's partnership with both the DDI (Data Driven Innovation) College courses and our Community College in partnership with Edinburgh College. You will support the coordinator to ensure all the processes and procedures are in place to

ensure AI clients can attend these in-house classes. You will liaise with College Lecturers and colleagues to encourage attendance and client support.

Administration: You will administer all aspects of the project from referrals, training, progression routes and employer engagement. You will collect required 'evidencing' to show outcomes in line with funder requirements.

Quality Assurance & Management Systems: You will maintain excellent records and will maintain case management through use of the Management Information System, Helix.

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.

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 AI's social media and website presence.

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	Educated to Degree level or relevant background	A qualification in Career Guidance, Community Education or Data
Knowledge and Experience	Experience of casework including goal setting; action planning; and client barrier removal.	Experience of working with people experiencing one or more of the listed barriers: disability, learning difficulty, minority ethnic background, Armed Forces veteran.

Experience of delivering training either face to face or online.

Experience of working within an employability/education environment |
	Able to motivate and engage people to progress into positive destinations.	
	Able to work cooperatively with others (external and internal) through strong communication and negotiation skills.	
	Good time management skills and ability to work flexibly with a diverse remit.	
	Target driven with experience of monitoring own progress to ensure outcomes are being achieved.	
	Strong written communication skills including ability to provide reports as requested.	
	Good IT skills and confident in use of Microsoft Office package, including Excel, Outlook, Word.	
Additional Requirements	You will be empathetic to AI client groups in general.	
	You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible	

AI Information

Access Data will work with unemployed or in-work/low income people in Edinburgh. It will recruit individuals who have an interest in developing digital and data skills and progressing towards data/digital jobs. The project will target the Edinburgh and South East City Deal's Data-Driven Innovation's (DDI) skills gateway priority target groups, including people with a disability, from a minority ethnic background, who are neuro divergent, veterans, and women. The project will include taster sessions, 1:1 support, groupwork, and progression to related courses.

AI's support is delivered person-centred way and we work holistically with our clients to ensure nothing is missed. We work in partnership with Edinburgh College to provide a community college 5-days a week within our Cowgate Premises (and online) and in Midlothian and East Lothian (1 day each).

Access Data is funded through City of Edinburgh Council and is managed by Capital City Partnership. We use Helix Management toolkit to record and evidence all support. Current contract period is 3 years.

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 to 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
- Conflict resolution – de-escalation
- Train the Trainers
- Data & IT Training
- Benefits training

How to Apply

Caseworker – Access Data

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: 'Caseworker – Access Data'**.**

- 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 these 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 state on covering statement, the number of hours you wish to be considered for (between 28-35 hours per week)**

- Closing date for applications is Midnight Sunday 5 June 22

- Interviews will be held in-person in Edinburgh on Wednesday 15 June or Thursday 16 June

Applications should be sent to:

Email: admin@accesstoindustry.co.uk

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

Terms and Conditions of Employment

Caseworker – Access Data

Salary
Salary for this post will be £24,000-£27,000. Appointment on scale is dependent on experience.
AI operates an auto enrolment pension. AI contribution is 6%; employee contribution is 2%

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.

Equality and Diversity
Access to Industry work towards the three aims of The Equality Duty to:
- 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.

Performance Review
A three-month probation review period will be in operation.

Disclosure
Successful candidates will be required to become a member of the relevant PVG scheme.

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.