



Access to Industry Application Pack

Post: Midlothian Services Caseworker

Location: Midlothian

Enclosed in this pack is:

Job Description	2
Person Specification	3
About Access to Industry.....	4
How to Apply	5
Terms and Conditions of Employment	6
Recruitment Privacy Statement.....	7

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



Job Description

Job Title	Caseworker	Accountable to	Coordinator
Hours	28-35 hours	Location	Midlothian**
Salary Scale	£25,480-£28,600* (pro rata)	Length of Post	31 March 2025 (initially)
*Placement on scale dependent on experience.		**The role will work in outreach across Midlothian.	

About the Role: An opportunity has arisen to join Access to Industry (AI) to be part of our services in Midlothian. You will case manage clients who will be unemployed and from a diverse range of backgrounds. You will understand the role learning can bring in building skills, and the role support can bring in removing barriers to employment. You will have excellent organisational skills and a passion for progressing clients – through learning and skills development – towards other opportunities, including employment.

Key Responsibility Areas

Service Delivery: This role will focus on the case management and learning support of clients in Midlothian. Working across Midlothian with the Project Coordinator, you will provide support and develop learning opportunities that progress people towards continued education, training or employment. The project will support 30-40 individuals annually.

One-to-one support: You will work holistically with clients. This means that you will provide (or source) support to tackle barriers that impede a client's participation in learning and progression. This could include welfare advice; financial planning and budgeting; wellbeing support; motivational support; or signposting to other services. One-to-one sessions will be flexible to accommodate the needs of the client and you will develop an action plan and goals with them. You will have the support of AI's other services and training will be available. You will record support on the database, Helix.

Group work & learning: You will support delivery of wellbeing and core skills learning programmes for clients in Midlothian. You will have the opportunity to deliver and to work alongside sessional trainers for digital and other skills delivery.

Partnership: Working in outreach across Midlothian, you will work in partnership with agencies and organisations to recruit clients, to support ongoing needs, and to co-locate for training delivery and one-to-one support sessions.

Targets: You will work towards stated project outcomes for learning delivery and collect required 'evidencing' to show outcomes in line with funder requirements.

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 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.

Person Specification

Key Areas	Essential	Desirable
Qualifications and Attainment	Educated to Degree level or relevant background.	A qualification in Career Guidance, Community Education or Criminology.
Knowledge and Experience	<p>Experience of casework including goal setting; action planning; and client barrier removal.</p> <p>Able to develop, and support learning opportunities.</p> <p>Able to work cooperatively with others (external and internal) through strong communication and negotiation skills.</p> <p>Good time management skills and ability to work flexibly, autonomously and efficiently across a wide geography.</p> <p>Target driven with experience of monitoring own progress to ensure outcomes are being achieved.</p> <p>Strong written communication skills, including ability to provide reports as requested.</p> <p>Good IT skills and confident in use of Microsoft Office package, including Excel, Outlook, Word.</p>	<p>Experience of delivering training.</p> <p>Knowledge of the welfare systems and financial support for unemployed adults</p>
Additional Requirements	<p>You will be empathetic to AI client groups in general.</p> <p>You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible.</p>	

About Access to Industry

Midlothian Projects

Access to Industry (AI) is a Third Sector organisation that supports individuals into employment. We work with clients who are experiencing barriers to employment and provide one-to-one support to assist them in finding courses and jobs. In Midlothian we have three projects that support individuals into employment; in improving wellbeing; and into learning.

Access Learning: Midlothian Shared Prosperity Fund

Access Learning Midlothian will provide learning across Midlothian to unemployed people of working age who experience barriers – to both accessing and participating in learning. The client group will have varying and multiple difficulties to engagement. The project will provide an alternative from mainstream courses and will give person-centred support to learners. The project fits with the UK Government's Shared Prosperity Fund investment priority of 'People and Skills' and will contribute to Levelling Up. The project will provide core skills training, digital skills training and support the learners through casework.

Midlothian Large Grant: Midlothian Council

The project aims to improve participation in learning opportunities for individuals in Midlothian by supporting unemployed residents. It targets residents whose challenges in moving into learning, and the labour market, are compounded by a history of substance use and/or offending; accommodation issues; and mental health issues. The project provides holistic support and addresses wellbeing needs. Casework will support wider barrier removal for the clients.

Midlothian Mental Health Wellbeing: Midlothian Health & Social Care Partnership

The project supports mental health wellbeing. The project will support activity that grows confidence and self-efficacy and that reduces social isolation and loneliness.

Caseworker Role: The post is initially funded to 31 March 2025. The funding for the post is through all the above projects which are complementary of each other.

Hours: The role can be 28-35 hours per week. *Please indicate preferred hours on application.

Staff Development

On joining Access to Industry, as part of your initial induction and dependent on your role, we will assess training needs and put in place training to support your development. This might include:

- Motivational Interviewing
- Train the Trainer
- Assist Suicide Awareness
- Scottish Mental Health First Aid
- Trauma Informed Practice

How to Apply

Access to Industry: Caseworker Midlothian

Application is through a CV and a Supporting Statement.

- All applications should be marked 'CONFIDENTIAL: Caseworker Midlothian'.
- 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. **Please state on covering statement the number of hours you wish to be considered for (between 28 or 35 hours per week).**
- Closing date for applications is: **Monday 20 November**
- Interviews will be held in Edinburgh on: **Monday 27 November**

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
Salary 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%.
Annual leave Entitlement is 25 days per annum (pro rata). Public holiday entitlement is 10 days per annum. Annual leave rises incrementally to 30 days per annum from 3 years of service, incremental at one day per year (pro rata where role is not full-time).
Working Hours 28-35 hours a week (35 hours = full time). The post is initially funded until 31 March 2025.
Equality and Diversity Access to Industry works towards the three aims of The Equality Duty in order to: <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.
Performance Review A three-month probation review period will be in operation.
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 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). 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.