



# Access to Industry Application Pack

## Post: Mentor and Prison Based Champion

### Project: Shine

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



## Job Description



<b>Job Title</b>	Mentor and Prison Based Champion	<b>Accountable to</b>	Shine Coordinator
<b>Working Hours</b>	35 hours per week	<b>Location</b>	Edinburgh
<b>Salary Scale</b>	£25,480-£28,600	<b>Length of Post</b>	March 2025
<b>Programme</b>	Shine Mentoring	<b>Project</b>	Shine

**About the Role:** An opportunity has arisen to join the Access to Industry's Shine Mentoring Service in a unique and diverse role that gives the opportunity to work both within a prison and community setting to support women with experience of justice. Your person-centred and one-to-one casework will intensively support women to build personal resilience. You will be patient, creative and an excellent team player, adept at multitasking and working in partnership with others to the benefit of your clients.

### Key Responsibility areas will include:

**Service Delivery:** The role will see you have a caseload of Shine clients community based within Edinburgh. You will also manage Shine's prison referrals and allocation within HMP Stirling. Your time will be split between these two aspects of your role.

**Mentor Casework:** The community mentoring role will work holistically with women, and in a trauma informed way, to build positive relationships; set and support achievement of action plans; and build resilience for women to reintegrate positively within society. The women you will work with are likely to have complex trauma, mental health, health and social care issues. Your role will focus initially on setting appointments; referral to appropriate key services; and ensuring your client is supported within the main areas of housing, benefits, 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.

**Mentor Prison Based Champion:** The Prison Based Champion role will be based in HMP Stirling two days per week and will involve meeting with women one-to-one and building a rapport to inform the women of the Shine service and encourage uptake to the service. You will then liaise with Shine partners across Scotland to allocate a mentor in their home community.

**Reporting:** Within the community you will complete all case recordings, action plans and risk assessments through the use of a Case Management System. Within the prison you will have access to internal databases, which you will maintain and update with all relevant information. You will be required to provide quarterly narrative information for the overall Shine reporting structures.

**Partnership:** Partnership working is key to this role. Within the community you will work closely with justice social work colleagues and engage in the holistic support offered through Edinburgh's women's community justice centre, Willow. Within the prison you will work closely with housing colleagues, DWP colleagues, and Shine colleagues across Scotland.





You will play a part in the wider team of Access to Industry through attendance at internal meetings and participation in shared services across Shine.

**Administration:** You will administer all aspects of the project from referrals, risk assessment, action planning and goal setting.

**Quality Assurance & Management Systems:** You will maintain excellent records and will maintain case management through use of the Case Management System (CMS).

**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 Access to Industry's policies and procedures. You will ensure that all work opportunities are carried out in accordance with Health and Safety legislation and good practice.

**Communications:** You will engage in effective communication with external agencies, including statutory and third sector agencies, alongside Shine partners. You will build and sustain the relationship with the women and develop strong working relationships with key referral partners, in particular Criminal Justice Social Work, and attend meetings on Access to Industry's behalf. You will contribute to internal reporting procedures both written and verbally. You will market the project externally. You will always ensure client and organisation confidentiality.

**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	Qualified to degree level or relevant experience.	A qualification related to Community Education; Justice; Health, or other wellbeing disciplines.
Knowledge, Skills and Experience	Experience in working with clients who have complex health and social care needs.	<p>Experience of multi-disciplinary case management practice and working effectively with partners.</p> <p>Demonstrate an understanding/knowledge of the Scottish justice system, Scottish Prison Service, prison setting, law courts and court procedures.</p>
	Ability to motivate and engage people to set and achieve action plans.	
	Strong communication skills to engage effectively with internal and external colleagues and partners.	
	Competent in using email; internet; databases and MIS systems to ensure effective monitoring and evaluation of Shine.	
	Confident working in a challenging and exceptionally demanding environment.	
	An ability to work independently; manage your time; and with strong organisation skills.	
Additional Requirements	Empathetic, non-judgemental and empowering in your approach to working with people and the challenges they face. Committed to ensuring the women supported receive the best service possible.	<p>An awareness of trauma-informed practice.</p> <p>An awareness of the impact of Adverse Childhood Experiences.</p>
	Understand the need for multi-agency working and how statutory and voluntary agencies operate within a multi-agency approach.	





## Access to Industry Information

**About Shine:** Shine is a national mentoring service for women involved in justice. It is delivered in prison prior to release; throughcare into the community; and in the community for people serving a Community Payback Order (CPO). This project is funded through the Scottish Government – Shine is a national mentoring partnership for women. It is led by Sacro, and Access to Industry (AI) are one of seven partners. AI manages and delivers the Shine service in the community within Lothians and is responsible for prison based Shine Champions in HMP YOI Polmont, HMP Stirling and the Liliac Centre (Community Justice Unit) in Glasgow.

**Mentor:** The Community Mentor provides women with support on a one-to-one basis both in the community and pre-liberation. Mentors talk through, with their women, the individual challenges that they face and build an action plan that is worked on, and reviewed, throughout their journey. Women in custody will have a pre-liberation plan and you will then work with them to create a community based plan once liberated. You will be expected to support the women through the gate and on their first day of liberation to ensure all the key areas around housing and welfare are in place.

**Prison Based Champion:** The prison based champion meets with women in custody to take referrals and ensure the women are matched with community mentors in their local community. During your time in prison, you will update spreadsheets with key information and liaise with mentors/mentees to ensure key pieces of information between women and their mentor is communicated.

**Role:** This role is a blend of a Prison Based Champion, which will usually be two days a week, and Mentor role in the community in Edinburgh for three days a week. Within AI you will be part of a team of two other Mentors (in Midlothian and East Lothian) and supported by the AI Shine Coordinator.

**Funding:** Current funding is until 31 March 2025. Funding for Shine has been year-on-year.

**Hours:** The role is full-time, 35 hours per week.

## Staff Development

AI 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
- Living Life to the Full training
- Conflict resolution – de-escalation
- ASSIST – Suicide Prevention training
- Trauma Informed Practice
- Core SPS training for the establishment
- Safe to Talk training
- Personal Protection training



## How to Apply:

### Mentor and Prison Based Champion: Shine

#### Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: Mentor – Shine'.
- 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 they match 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: **Monday 27 November 2023**
- Interviews will be held in Edinburgh on: **Thursday 7 December 2023**

#### Applications should be sent to:

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

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



# Terms and Conditions of Employment



## Mentor and Prised Based Champion: Shine

### Salary

Salary for this post will be £25,480-£28,600. Appointment 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 in order 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 complete an enhanced PVG.

**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 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](mailto: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.

