



# Access to Industry Application Pack

## Post: Access to Industry Caseworker

### Project: Passport CashBack

#### Enclosed in this pack is:

Job Description .....	2
Person Specification .....	4
About Access to Industry.....	5
How to Apply .....	6
Terms and Conditions of Employment .....	7
Recruitment Privacy Statement.....	8

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



## Job Description

<b>Job Title</b>	Caseworker	<b>Accountable to</b>	AI Management Team
<b>Working Hours</b>	Full time: 35 hours per week	<b>Location</b>	North and South Lanarkshire and Glasgow
<b>Salary</b>	£26,520	<b>Length of Post</b>	Permanent
<b>Programme</b>	CashBack for Communities	<b>Project</b>	Passport CashBack

**About the Role:** An opportunity has arisen to join the Access to Industry (AI) Passport CashBack team within the areas of North and South Lanarkshire and Glasgow. You will be a self-starter who is able to build trust with young people and develop a network of partners and resources to support the progression of young people. You will be confident working in outreach.

### Key responsibility areas will include:

**Service Delivery:** You will provide meaningful activity to sustain engagement and support individuals with their progression into work. The role will provide one-to-one casework support.

**Casework:** One-to-one support for young people currently serving a custodial sentence within HMP YOI Polmont, supporting them towards a positive destination and working to reduce re-offending. You will also casework young people serving community sentences. You will set individual goals and actions plans. You will work holistically to support removal of barriers to progression. Annually you will manage a caseload of 22 young people.

**Relationships & Partnerships:** Utilising strong communication skills, you will work with colleagues in HMP YOI Polmont to provide support to young people and maximise employability, including opportunities through this project itself. For young people returning to their community, you will liaise with prison-based staff and agencies prior to release. In the community you will work cooperatively with other services and support in the area to widen activity; create learning opportunities; and enable access to training and education programmes within their communities. Your work may include direct employer engagement to support young peoples' job opportunities and outcomes.

**Development:** You will work with the Community Justice Social Work teams within your area to create referral pathways into the project.

**Targets:** You will be able to support people along the employability pipeline and ultimately, some, into employment. You will be able to demonstrate achievement through gathering of outcome evidence and contributing to reports.

You need to be flexible and open to the role evolving and developing to maintain a service that best meets the needs of the young people.

**Team:** You will play a part in the wider AI team through attendance at internal meetings and participation in shared services across the teams.

**Quality Assurance:** To maintain excellent case management records through case recording using data management systems. To ensure all aspects of file management are in accordance with AI procedures.

**Administration:** To administer all aspects of the project from referrals, support, training and progression routes.

**System Management:** To ensure that all systems and procedures relating to the delivery of the service are maintained and used effectively. To maintain computerised data management. To establish a system to provide support to people in a positive and motivational way.

**Health and Safety & Property Management:** To ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing policies and procedures.

**Other Requirements:** The post holder will be expected to work 35 hours per week and to organise working time in such a way as 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 with management.

## Person Specification

EDUCATION/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified to degree level or relevant experience.	✓	
<b>EXPERIENCE AND KNOWLEDGE</b>		
Experience of working with young people.	✓	
*in an employability context.		✓
Skilled in supporting individuals to build their personal resilience, in particular young people affected by justice.	✓	
Experience of developing strong partnerships with local areas and multi-agency working.	✓	
Ability to make decisions and use initiative to develop opportunities as they arise.	✓	
Experience of working with young people affected by Adverse Childhood Experiences.		✓
Target driven and experience of monitoring projects to ensure outcomes are being achieved.	✓	
Awareness of the issues of widening access to employment for young vulnerable people.		✓
A knowledge of trauma-informed practice.		✓
<b>SKILLS AND PERSONAL QUALITIES</b>		
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 that they face.	✓	

# About Access to Industry

## Passport CashBack

Access to Industry's 'Passport CashBack' provides a service for young people aged 16-25 in HMP YOI Polmont that increases their employability skills prior to liberation. On liberation, it supports them into work, education and training. The project considers all young people in HMP YOI Polmont as having the potential to build skills towards employment, regardless of length of sentence. The service will embark on a new development which will see us work alongside community justice partners, and within local authorities, where there is a demand for alternatives to custody and where community sentencing is increasing. We will work to develop a positive pathway for people to progress into education, training or employment.

**HMP YOI Polmont Activity:** Each young person is assigned a Caseworker who works with them to formulate an action plan that reflects their interests and aptitudes. Caseworkers encourage the uptake of other appropriate activity and services to ensure the widest support. The Caseworker maintains contact throughout the client's sentence.

Access to Industry employs a Passport CashBack Coordinator, who is based within HMP YOI Polmont's Employability Hub. The Coordinator arranges and delivers skills training, makes links with employers, and encourages employer involvement. The Caseworkers work alongside the Coordinator to influence the delivery programme and to encourage and support the young peoples engagement with it.

**Community Activity:** As we are currently developing new practice in how youth justice approaches sentencing of young people, we are seeing more young people receiving community sentences and diversions from prosecution. We want to work alongside the community justice teams to provide an additional support for young people on a more place-based plan, relating to The Promise and GIRFEC.

**Geography:** This role will be working with young people in HMP YOI Polmont who are being liberated back into the areas of North and South Lanarkshire and Glasgow. You will also work with young people serving a community sentence in these areas.

**Development:** Within Phase 6 of our Passport CashBack funding, we are looking to develop new partnerships and working values within community justice teams that see the value in what we strive to achieve with our young people. We will develop a whole systems approach to ensure we engage with the most vulnerable young people, and we will develop a flexible place-based approach to ensure this service meets the needs of our young people.

**Funding:** Funding for Phase 6 Passport CashBack is confirmed until 31 March 2026.

## Staff Development

Access to Industry supports individuals with complex needs that may 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 the needs of the individual.

On joining, as part of your initial induction and depending on your role, training may include:

- Benefits Training
- Mental Health First Aid
- Motivational Interviewing
- ASIST – Applied Suicide Intervention Skills Training
- Living Life to the Full – training in course delivery
- Conflict Resolution – de-escalation
- Train the Trainers

## How to Apply

### Access to Industry: Passport CashBack

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

- All applications should be marked 'CONFIDENTIAL: Caseworker Passport CashBack'.
- 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.
- Closing date for applications is **noon Tuesday 13 February 2024**.
- Interviews will be in-person in Edinburgh on **Thursday 22 February 2024**.

#### 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

### Access to Industry

<b>Caseworker</b>
<p><b>Salary</b> Salary scale for this role will be £25,480-£28,600. The post is offered at £26,520. AI operates an auto-enrolment pension. AI contribution is 6%; employee contribution is 2%.</p>
<p><b>Annual leave</b> Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum. This rises incrementally to 30 days per annum from three years of service, incremental at one day per year (pro-rata where role is not full-time).</p>
<p><b>Working Hours</b> 35 hours a week, Monday to Friday. Some evening and weekend work may be required.</p>
<p><b>Equality and Diversity</b> Access to Industry works towards the three aims of The Equality Duty in order to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful direct or indirect discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010;</li> <li>• 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</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul>
<p><b>Performance Review</b> A three-month probation review period will be in operation.</p>
<p><b>Disclosure</b> Successful candidates will be required to complete a Disclosure Scotland PVG form.</p>
<b>Appointment is subject to satisfactory references, PVG and right to work.</b>

# 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 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 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 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](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.