

Access to Industry Application Pack

Post: Access to Industry Caseworker

Project: East Lothian Employability Project

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Job Description

Job Title	Caseworker	Accountable to	AI Management Team
Working Hours	28-35 hours per week	Location	East Lothian
Salary Scale	£27,581-£29,744*	Post	Permanent**
Programme	NOLB East Lothian	Project	East Lothian Employability Project

*Salary scale per annum based on 35 hours per week.

**The post is funded annually, and current funding is until March 2026.

About the Role: An opportunity has arisen to join Access to Industry (AI) in our East Lothian Employability Project. You will be a self-starter who is able to encourage engagement, build positive relationships based on trust and respect, and support progression to positive destinations. You will be a confident network builder, working autonomously in outreach.

Key responsibility areas will include:

Service Delivery: The role will focus on casework support for people with experience of the justice system. The project aims to support people who face multiple barriers to employment, including long-term unemployment, mental health issues, low self-esteem/confidence, and little or no formal education or work experience – all compounded by a criminal record.

Casework: You will provide one-to-one support to people of working age living across East Lothian. This will include creating action plans, identifying needs and barriers to achieving goals, and progressing into positive destinations. In supporting individuals to achieve their Action Plan, you will directly link with wider support and provision (e.g. justice, housing, health, welfare advice). This will build confidence, increase resilience and develop self-efficacy. You will support clients to create a CV, write a disclosure letter and successfully seek employment. You will offer this support in accessible locations throughout East Lothian. You will work using a holistic, trauma-informed approach.

Targets & Outcomes: In supporting clients you will work towards targets and outcomes, providing evidence of this in line with funder requirements. You will contribute to quarterly reports and write up case studies.

Barrier Removal: You will work holistically with individuals to identify barriers that are impeding their progression and support them to overcome these barriers and progress safely into a positive destination.

Employability Skills: You will identify employability needs, creating together an action plan with SMART goals. Assessment will identify transferrable skills and any future skills requirement.

Skills based activity: AI operates Community Colleges in Edinburgh, Midlothian and East Lothian, referral to any of these will be an option for your clients. You may choose to be involved in developing and delivering new learning and training opportunities to clients across all AI projects.

Administration: You will administer all aspects of the project from referrals, assessments, support and training through to progression routes and beyond.

AI Team: You will be part of the wider team at AI by attending internal meetings and participating in shared services across all projects.

Quality Assurance & Management Systems: You will maintain excellent records through use of our Management Information System, Helix. You will ensure all aspects of file management in accordance with AI procedures. Training will be provided.

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 AI policies and procedures.

Communications: You will be an effective communicator as you will be working with external agencies and specialist providers and attending meetings on AI's behalf. You will contribute to internal reporting procedures both written and verbal. You will market the project externally, contributing to this by ensuring our internal comms department receives updates that ensure that our social media presence is current on all digital platforms. You will ensure client confidentiality at all times.

Other Requirements: You will be expected to manage your own caseload and work with minimum supervision on an outreach capacity. You will be expected to organise working time in such a way as to maximise the efficiency of the service. You 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 have relevant experience.	✓	
EXPERIENCE AND KNOWLEDGE		
Experience of working with adults with complex health and social care needs.	✓	
*in an employability context.		✓
Skilled in supporting individuals to build their personal resilience.	✓	
*in particular with people with experience of the justice system.		✓
Experience of implementing projects from initial design to delivery.	✓	
Experience in developing and delivering a programme of group work/training that build skills.	✓	
Experience of working with people with multiple adverse experiences.		✓
Target driven with experience of monitoring projects to ensure outcomes are being achieved.	✓	
Awareness of the issues of widening access to employment for vulnerable people.		✓
A knowledge of holistic, person-centred and trauma-informed practice.		✓
SKILLS AND PERSONAL QUALITIES		
Good oral and written communication skills.	✓	
Good team player, but also comfortable working autonomously and proactively.	✓	
Understanding of how statutory and voluntary agencies operate within a multi-agency approach.		✓
Empathic and non-judgemental in your approach to working with people and the challenges that they face.	✓	

About Access to Industry

East Lothian Offenders Employability Programme

East Lothian Employability Project supports people of working age who are long-term unemployed and finding it difficult to gain employment as a result of their offending history. It is funded through East Lothian Local Employability Partnership, Employability Grant Programme.

East Lothian Employability Project offers one-to-one tailored support working holistically with the client by addressing their needs and improving their confidence and increasing their skills. The service identifies needs and supports the individual through their journey towards and into employment. It aligns skills training towards growth employment sectors across East Lothian, whilst preparing clients for the wider opportunities within Edinburgh and the Lothians

Assessment is carried out with each client one-to-one, identifying key areas that pose barriers to progression and creating action plans that form key milestones to be achieved during their time on the project.

The caseworker has the support of a line manager with extensive case management and barrier removal experience. They also have the support of other services within AI including advocacy, training, formal learning and colleagues with extensive and wide-ranging knowledge.

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
- Trauma Informed Practice
- 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
- Emergency First Aid

How to Apply

Access to Industry: Caseworker

Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: Caseworker East Lothian Employability Project'.
- 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 **Monday 7 April 2025**
- Interviews will be in-person in Musselburgh on Monday **14 April 2025**
- For an informal chat about this role please contact clairdickson@accesstoindustry.co.uk

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
<p>Salary Salary scale for this role will be £27,581-£29,744 per annum (pro-rata for part-time working). Placement based on experience. AI operates an auto-enrolment pension. AI contribution is 6%; employee contribution is 2%.</p>
<p>Annual leave Entitlement is 25 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). Public holiday entitlement is 10 days per annum.</p>
<p>Working Hours 28-35 hours a week, Monday to Friday. Some evening and weekend work may be required.</p>
<p>Equality and Diversity Access to Industry works towards the three aims of The Equality Duty in order to:</p> <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 • Foster good relations between people who share a protected characteristic and those who do not.
<p>Performance Review A three-month probation review period will be in operation.</p>
<p>Disclosure Successful candidates will be required to complete a Disclosure Scotland PVG form.</p>
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 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). 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.