



Access to Industry Application Pack

Post: Caseworker

Project: National Voluntary Throughcare Programme

Enclosed in this pack is:

Job Description	2
Access to Industry Information	5
How to Apply:	7
Terms and Conditions of Employment	8
Recruitment Privacy Statement	9

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



Job Description

Job Title	Prison Caseworker	Accountable to	Service Manager
Working Hours / FTE	35 hours per week	Locations	Polmont and Glenochil
Salary Scale	£27,581-29,744	Length of Post	31 March 2028
Programme	National Voluntary Throughcare Programme	Project	NVTP – Men

About the Roles: Access to Industry (AI) is one of 8 partners delivering the new justice National Voluntary Throughcare Programme (NVTP) which is led by Sacro. We are looking for enthusiastic and compassionate self-starter to support with the engagement of men across HMP and YOI Polmont and HMP Glenochil as they transition from custody into the community. Your aim will be to support positive outcomes for the individuals you work with.

The NVTP works with men, women and young people across Scotland. This role focusses on supporting men whilst they are serving a short term sentence or are on remand.

Key responsibilities will include:

- Delivering supportive and collaborative partnership working with the Scottish Prison Service as a key stakeholder.
- Delivering effective pre-release support and planning.
- Proactively engage with individuals throughout their journey to ensure appropriate touchpoints with the NVTP, raising awareness and encouraging engagement
- Facilitate and lead engagement sessions across the prison estate
- Conducting needs assessment for individuals.
- Establishing trusting and genuine relationships, rooted in trauma-informed principles.
- Participating in multi-agency meetings.
- Completing risk assessments and adhering to safeguarding best-practice.
- Maintaining accurate and timely records on case management system.
- Maximising engagement with partners across the prison estate.
- Identifying appropriate onward referral routeways at the earliest appropriate point.

You will do this by:

- Working collaboratively with the wider AI and national partnership team to deliver relational support for people accessing the NVTP, supporting team meetings, and service improvement.
- Participating in partnership meetings to support team working and service improvement.
- Upholding high quality service standards.
- Undertaking required role training (including that provided by the NVTP, Scottish Prison Service and AI).
- Being flexible and responsive to service demand including working across cohorts and prison establishments as required.

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 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.

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 SVQ level 3 or relevant experience.	A qualification related to Health and Social Care; Justice, Career Guidance or Community Education.
Knowledge, Skills and Experience	Experience in working with clients who have complex health and social care issues impacted by justice; addiction and homelessness.	Experience of multi-disciplinary case management practice and working effectively with partners. Demonstrate an understanding/knowledge of the Scottish justice system and Scottish Prison Service.
	Ability to work within a person-centred, relational approach, through a trauma-informed lens, to build trust and achieve goals.	
	Strong communication skills to engage effectively with internal and external colleagues and partners.	
	Competent in devising, reviewing and updating action plans and case recordings.	
	Confident working in a challenging and exceptionally demanding environment.	
	Able to work independently; manage your time flexibly and be responsive to needs.	
Additional Requirements	Empathetic, non-judgemental and empowering in your approach to working with people and the challenges they face. Committed to ensuring our people supported receive the best service possible.	An awareness of the impact of Adverse Childhood Experiences.
	Understand the need for multi-agency working and how statutory and voluntary agencies operate within a multi-agency approach.	

Access to Industry Information

Access to Industry (AI), now in its 25th year of operation, works with people across Scotland to build skills and confidence to progress into meaningful activities across education, training and employability. A key project for us is being a partner within the National Voluntary Throughcare Programme. To find out more about AI click [here](#).

The National Voluntary Throughcare Programme (NVTP)

This Scottish Government funded programme delivers inclusive voluntary throughcare services across Scotland for men, women and young people serving a short-term sentence or following a period on remand. Led by Sacro, 8 organisations work in partnership with the aim of positive outcomes for people and wider communities. Partners are:



As a partner in the NVTP, AI's remit is to deliver casework support across Edinburgh, Lothians and Borders, Glasgow and North Strathclyde. Within the prison, AI will support prison-based throughcare workers supporting women in Polmont; Stirling; Lilius and Greenock and men in Polmont; Glenochil, Low Moss and Greenock.

We do this through a Service Approach that provides:

Trauma-informed, person-centred support, that:

- Provides practical, emotional and developmental assistance tailored to individual needs;
- Builds trust and promotes empowerment to encourage sustainable reintegration.

Has national continuity with local delivery, ensuring:

- Availability across Scotland to anyone (men, women and young people) leaving prison after a sentence of less than four years or a period on remand, ensuring universal access while adapting to local community needs;
- Seamless support from entry into the prison establishment through to reintegration.

Collaboration across communities, through:

- Delivery by 8 charities – AI, Action for Children, Apex Scotland, Barnardo's, Circle, Families Outside, Turning Point Scotland and led by Sacro;
- Working in partnership with the Scottish Prison Service and local justice, health, housing and community services;
- Regional Pods in each area that connect with local statutory and voluntary agencies, ensuring a place-based approach to service provision.

Committed to achieving outcomes, through:

- Adopting a collaborative, and relationship-based, partnership model which underpins delivery.
- Improving reintegration and wellbeing.

The purpose of the approach is that there will be a service across Scotland that improves lives and reduces re-offending.

Hours: We are looking to recruit for a full-time posts at 35 hour per week.

Geography: This role will work between HMP and YOI Polmont and HMP Glenochil.

Staff Development

All 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 so 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:

National Voluntary Throughcare Programme – Prison Caseworker, Men

Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: 'NVTP, Prison Men'.
- 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: 5pm **Monday 17 March 2025**
- Interviews will be held in Edinburgh on: **Thursday 20 March 2025**

Applications should be sent to:

Email: admin@accesstoindustry.co.uk

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



Terms and Conditions of Employment

<p>National Voluntary Throughcare Programme Caseworker, Men</p>
<p>Salary Salary for this post will be £27,581-29,744. Appointment dependent 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. Public holiday entitlement is 10 days per annum.</p>
<p>Working Hours 35 hours a week Monday to Friday. Some evening and weekend work may be required.</p>
<p>Equality and Diversity Access to Industry work 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; and • 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 PVG.</p>
<p>Appointment is subject to satisfactory references, disclosure and right to work.</p>



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.

