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# **Access to Industry Application Pack**

## **Post: Midlothian Services Caseworker**

### **Location: Midlothian**

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**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>	Coordinator
<b>Hours</b>	21-28 hours	<b>Location</b>	Midlothian
<b>Salary</b>	£28,684 (pro-rata for part-time)	<b>Length of Post</b>	Permanent*
		*Although a permanent role, current funding is until March 2026.	

**About the Role:** An opportunity has arisen to join Access to Industry (AI) to be part of our services in Midlothian. You will support unemployed or economically inactive people from diverse backgrounds through 1:1 case management. You will build positive relationships with clients and support them into learning opportunities. You will have excellent organisational skills and a passion for progressing clients – through learning and skills development – towards other opportunities, including volunteering or paid 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 to individuals and develop learning opportunities that progress them towards continued education, training, volunteering 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 together you will develop an action plan and goals. You will have the support of AI's other services and training will be available. You will record support on the database management system, 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 on 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 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, 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

EDUCATION/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified to degree level or relevant experience.	✓	
EXPERIENCE AND KNOWLEDGE		
Experience of supporting people around goal setting; action planning and barrier removal*.	✓	
*in an employability context.		✓
Skilled in supporting individuals to build their personal resilience.	✓	
Experienced in delivering a programme of group work/training to build skills.	✓	
Experience of working with people affected by Adverse Childhood Experiences.		✓
Target driven and 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.		✓
Empathetic and non-judgemental in your approach to working with people and the challenges that they face.	✓	

# 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 learning, into employment and into improved wellbeing.

## **Access Learning: Midlothian Shared Prosperity Fund**

Access Learning Midlothian provides learning across Midlothian to economically inactive people of working age who experience barriers to accessing and participating in learning. The client group has varying and multiple difficulties to engagement. The project provides an alternative from mainstream courses and gives person-centred support to learners. The project fits with the UK Government's Shared Prosperity Fund investment priority of 'People and Skills'. The project provides core skills training and digital skills among other training and supports 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 those 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 supports wider barrier removal for the clients.

## **Midlothian Mental Health Wellbeing: Midlothian Health & Social Care Partnership**

The project supports mental health wellbeing. The project supports activity that grows confidence and self-efficacy, while reducing social isolation and loneliness.

**Caseworker Role:** The post is recruited on a permanent basis but is subject to grant funding through all of the above projects, which are complementary of each other.

**Hours:** The role is offered between 21 and 28 hours per week.

## **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 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 one side of A4 in minimum font size 11. **Please state the number of hours you wish to be considered for (between 21 and 28 hours per week).**
- Closing date for applications is: noon on **Tuesday 12 August 2025**.
- Interviews will be held in person in Dalkeith on: **Thursday 21 August 2025**.
- For an informal chat about this role please contact Jennifer at [jennifermelville@accesstoindustry.co.uk](mailto:jennifermelville@accesstoindustry.co.uk).

#### **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>
<b>Salary</b> The pay scale for this role is £28,684-£30,934, pro-rata for part-time. Starting salary offered will be at point one, unless demonstrated experience. AI operates an auto-enrolment pension. AI contribution is 6%; employee contribution is 2%.
<b>Annual leave</b> Entitlement is 25 days per annum (pro-rata). Public holiday entitlement is 10 days per annum (pro-rata). Annual leave 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).
<b>Working Hours</b> 21-28 hours per week.
<b>Equality and Diversity</b> Access to Industry works towards the three aims of The Equality Duty in order to: <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>
<b>Performance Review</b> A three-month probation review period will be in operation.
<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.