Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
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Social Worker – Community Justice
£43,161.29 - £47,924.54



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 06/09/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Justice Social Worker (Community)	Eval Ref: A4114
Initial Location: Paton's Building, Greenside Street, Alloa	Post Number: Q52a1
In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.	Grade: 8
Reports to post (Title): Senior Social Worker	
Service: Justice Service	
Date last updated: 29.10.25	
Date if superseded:	

Section B
ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY
This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes responsibility for employees (if any).

Justice Social Workers report to either a Senior Social Worker (SSW) or a Team Leader, depending on operational requirements. The Service Manager oversees two Team Leaders, who in turn share supervisory responsibilities for two Senior Social Workers each.

Team Leaders and Senior Social Workers jointly oversee a team comprising:

8 Full-Time Equivalent (FTE) Social Workers
6 Justice Officers
2 Unpaid Work Officers
2.6 Unpaid work Supervisors

This shared leadership model promotes collaborative supervision, consistency in practice, and a supportive team environment across the Justice Service.

Section C
PRINCIPAL PURPOSE AND OBJECTIVES
This section lists the main (headline) responsibilities/accountabilities of the job.

Are you a passionate and forward-thinking Social Worker looking to make a real impact in your community?
A fantastic opportunity has arisen to join our dynamic and committed Justice Service in Clackmannanshire.
This is an exciting time to come on board as we continue to implement our Justice Delivery Plan, working closely with national and local partners to transform services for individuals and communities.

Our priorities include:

- Early intervention and prevention initiatives
- Embedding trauma-informed practice
- Developing accredited and non-court mandated programme work
- Strengthening community partnerships

We are seeking an ambitious and motivated professional who will contribute to a culture of learning and development, ensuring our service users receive high-quality, effective support that meets national and local standards and reduces risk and harm.

In this role, you will:

- Deliver statutory social work services in line with relevant legislation and guidance
- Manage a varied caseload, including risk and needs assessments using tools such as LS/CMI and SARAv3
- Prepare reports and deliver targeted interventions to individuals and groups
- Represent the Justice Service in multi-agency forums and contribute to collaborative risk management

We offer:

- Regular supervision and access to training and professional development
- Generous annual leave and flexible working arrangements to support work-life balance
- Membership of the Local Government Pension Scheme and access to a range of employee benefits

Who Can Apply:

We welcome applications from qualified Social Workers registered with the Scottish Social Services Council (SSSC), including those who are newly qualified. If you are enthusiastic, committed to justice and social change, and ready to grow within a supportive team, we'd love to hear from you.

Security Clearance:

Due to the anticipated requirement to access the Multi-Agency Public Protection System (MAPPS), which will replace the ViSOR database, successful applicants will be required to undergo Non-Police Personnel Vetting (NPPV) at a minimum of Level 2. While MAPPS is not yet fully implemented, applicants must agree to undertake the vetting process when access becomes necessary as part of their role.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Deliver high-quality Justice Social Work services in line with Clackmannanshire Council's Corporate Objectives, the Social Services Business Plan, and relevant Service Level Agreements.
- Manage an allocated caseload through the service's workload management and allocation systems, ensuring timely and effective interventions.
- Adhere to national and local procedures regarding data protection, information sharing, and communication protocols.
- Accurately record and maintain case information in both text and digital formats, in accordance with Council and national policies, procedures, and legislative frameworks.
- Work directly with individuals and families, providing advice, guidance, and advocacy where appropriate. Liaise with internal services and external agencies to support service users.
- Promote and safeguard the welfare of service users and the wider community, with support and guidance from senior colleagues.
- Undertake comprehensive assessments of need and risk, and respond appropriately to identified risks to support the achievement of care and supervision plans.
- Prepare and present professional reports and recommendations to Courts, Parole Boards, Children's Hearings, Case Conferences, and Tribunals.
- Provide a Social Work service to the Courts on a rota basis, offering advice to sentencers, court personnel, service users, and their families.
- Participate in office duty rota as required, responding to immediate service demands.
- Conduct structured risk assessments using accredited national tools such as LS/CMI and SARAv3.
- Provide regular supervision and support to individuals subject to statutory orders or seeking aftercare within 12 months of release from custody, managing risk in line with assessed needs.
- Represent the Justice Service in multi-disciplinary meetings and contribute to collaborative decision-making processes.

This outline reflects the nature and level of responsibilities associated with the post. The post holder may be required to undertake other duties appropriate to the grade and role.

Section E
KNOWLEDGE, SKILLS AND EXPERIENCE
This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		**Means of Assessment e.g. Application, Interview, Reference, Certificate**
1.	Professional qualification in Social Work	Application Certification
2.	Registration with SSSC	Application Certification
3.	Experience in undertaking risk assessments and comprehensive assessments	Application Interview
4.	Good organisational skills and the ability to prioritise competing demands	Interview
5.	Ability to work to and meet required timescales in a demanding environment	Interview
6.	Ability to work with other services in partnership and collaboratively	Application
7.	Good verbal and written communication skills	Application Interview
8.	Computer literate with an ability to record appropriately and produce suitable documents	Application
9.	Good assessment and report writing skills	Interview
10.	Ability to apply confidentiality and share information appropriately	Application
11.	Good understanding of the issues which affect service users	Interview
12.	Ability to demonstrate a sound professional understanding of current relevant legislation and national policy objectives	Interview
13.	Ability to manage conflict appropriately and effectively	Interview
14.	Knowledge of issues experienced by service users, including high risk violent and sex offenders	Interview
15.	Knowledge of National Outcomes & Standards in Justice Social Work and relevant legislation	Application Interview
16.	Risk management and casework skills	Interview
17.	Ability to behave in a consistent and reliable manner, whilst ensuring that everyone is treated fairly and with respect.	Interview
18.	Team Worker	Interview
19.	Ability to travel efficiently and effectively between various work locations/ Full driving licence	Application Interview
20.	Gain/maintain PVG Scheme Record/Scheme Record Update	Disclosure Scotland
21.	Knowledge or experience of working in local Government and/or Justice Social Work or prison setting	Application

Desirable:

Criteria		**Means of Assessment e.g. Application, Interview, Reference, Certificate**
1.	Relevant PQ awards	Application Certification
2.	Training & experience in the use of relevant risk assessment tools such as LS/CMI, SA07 and SARAv3	Application/ Certification
3.	Relevant post qualifying experience	Application
4.	Experience of working in local Government and/or Justice Social Work or prison setting	Application

5.	Caseload management experience	Application Interview
6.	Experience in delivering group work	Application Interview
7.	Experience of working with high risk, complex cases, including violent and sex offenders	Application Interview
8.	Knowledge of mental health issues/substance misuse issues/housing issues	Application Interview
9.	Understanding of national and local drivers	Interview

Section F
WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS
This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

This post is office based with home visits and prison visits to service users as necessary and in accordance with National Standards.

Section G
PHYSICAL CO-ORDINATION
This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Keyboard skills, computer literacy and an ability to produce professional documents are required.

Section H
MENTAL SKILLS
This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

An ability to organise, problem solve, analyse risk and plan appropriate intervention is integral to this post. Forward planning and an ability to prioritise competing demands are essential.

Section I
CONCENTRATION
This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

An ability to adhere to strict deadlines whilst still being able to respond to crises is essential. The post brings contact with individuals who often suffer from complex trauma therefore a level of personal resilience and ability to self care is important. The same individuals can pose a risk to self, others and, at times, staff. Therefore an ability to assess risk and adhere to departmental Health and Safety measures is critical.

Section J
COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS
This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post involves daily communication with service users, colleagues and professionals from a variety of agencies such as the Scottish Court Service, Police, NHS, Parole Board, third sector, and other branches of Social Work. Both written and oral communication skills are essential.

Section K
PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES
This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Accurate and timeous record keeping, with input into a variety of systems, whilst adhering to departmental policies and relevant data protection legislation, is essential and expected**.**

Section L
INITIATIVE AND INDEPENDENCE
This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

Justice Social Workers have a high degree of autonomy in various areas eg. In recommending Court disposals, showing responsivity to client needs, and in case management and tailoring specific interventions. However, in high risk cases and cases with multi-agency involvement consultation with relevant colleagues and line managers is expected and essential. Departmental policies and procedures as well as National Guidance must be followed at all times.

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.