



Access to Industry Application Pack

Post: Access to Industry Administrator*

Location: Edinburgh (Cowgate)

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*Post Eligibility Criteria

Applications for this post are restricted to people who meet eligibility criteria for the Edinburgh Employment Recruitment Initiative. This means to apply you must be:

- Unemployed
- Aged between 16 to 67 years
- Live in Edinburgh (postcodes: EH1 to EH17, EH28 to EH30)
- Have the right to live and work in the UK
- **AND** meet a minimum of one criteria (described as ‘barriers’) to employment:



EERI_Eligibility_Barriers_and_Definitions_;

This list of criteria is from the Scottish Government’s list of characteristics that are perceived to make gaining employment harder, so act as a barrier. [This list can also be found here: [eeri-eligibility-barriers-and-definitions-2025-2026](https://www.scotland.nhs.uk/our-work/employment/working-in-scotland/eeri-eligibility-barriers-and-definitions-2025-2026)]

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



Job Description

Job Title	Administrator	Accountable to	AI Management Team
Hours	21-35 hours	Location	Edinburgh, 156 Cowgate
Salary Scale	£24,185-£26,434 (35 hrs)	Length of Post	Permanent

About the Role: An opportunity has arisen to join Access to Industry (AI) to be part of a small administrative team and provide a vital support and reception role within AI's Cowgate base. You will have the sensitivity to work with a range of clients, alongside other staff members and our Board. For this varied role, you will be team player, skilled in administrative duties and keen to learn new skills.

Key responsibility areas will include:

Facilities Management: You will be the first point of contact for our Cowgate office maintenance and repairs. Liaising with contractors and instructing repairs as part of this, ensuring the building maintains a high standard of H&S compliance. Liaising with suppliers in terms of office supplies. Supporting AI internal training delivery, including arranging catering and AI external training delivery (i.e. booking venues). You will also support anyone using the building for meetings.

As part of the Admin Team, and dependent on hours employed, you will also contribute to:

Reception: You will share reception duties, which include greeting personal and phone callers. This will include taking referrals from other agencies and individuals; using Microsoft Outlook to book appointments; sending text reminders; managing room bookings; responding to initial enquires including by phone and email; passing on messages to colleagues. You will use AI's HR database to record lone workers.

Compliance: Checking over the paperwork that AI staff have gathered to ensure it is correct and meets the detail our funders have stipulated (training will be given).

Course Administration: Support for AI as a Scottish Qualification Centre through contributing to the maintenance of our records. Supporting delivery of in-house courses and internal courses run in partnership with Edinburgh College and other organisations.

Data Input: You will support colleagues through the input of information to the client information system used by AI, Helix. Training will be provided, and your input will include details of client activity such as the courses they attend.

Filing, Archiving and Monitoring: Ensuring that our electronic and paper files are kept in accordance with our document retention policy, meaning regular clearing and deleting of information.

Supervision: In time, you will contribute to the supervision and development of any future admin volunteers and to any placement students or work placements.

Team: You will play a part in the wider team of AI through attendance at internal meetings and supporting 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 liaising with external agencies. You will contribute to internal reporting procedures both through writing and verbally. **You will always ensure client confidentiality.**

Other Requirements: The post holder will be expected to manage their workload and undertake other duties commensurate with the role.

Person Specification

EDUCATION/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified to SCVQ level 4/equivalent.	✓	
Qualified in NC (+) in a business administration topic.		✓
EXPERIENCE AND KNOWLEDGE		
Strong communication skills, both verbal and in messaging (emails, texts).	✓	
Experience of liaising with contractors and suppliers.		✓
An understanding of the importance of Health and Safety in the workplace.	✓	
Experience of a meeting and greeting role.	✓	
Experience of providing a reception role.		✓
Experience dealing with enquiries by phone and email.		✓
Ability to manage relationships including colleagues, clients, volunteers and stakeholders.	✓	
Excellent keyboard skills and experience of Microsoft Office, including Outlook.	✓	
Experience of accurately inputting data.	✓	
Experience of producing reports from data input.		✓
An ability to work independently and respond to different demands.	✓	
SKILLS AND PERSONAL QUALITIES		
Empathetic and non-judgemental in your approach to working with individuals.	✓	
Patient, passionate and committed to delivering the best service possible.	✓	
A team player.	✓	

About Access to Industry

AI Administrator

Access to Industry (AI) is a Third Sector organisation that supports individuals into employment. We work with clients who are unemployed and who experience, and have additional circumstances, that can be perceived as 'barriers' to employment. We provide one-to-one support to assist them finding courses and jobs. We work with a diverse range of clients both in Edinburgh, the Lothians and across other areas in the central belt of Scotland. Learning is key to our delivery and we deliver in-house courses to ensure our clients have access to relevant learning opportunities.

We have two Administrators currently working with us part-time and we require additional Admin support. Some of the Admin tasks will be shared responsibility, but you will also have your own distinct responsibilities. Where a role is shared it is highlighted in the job description. What we are hoping for is someone who has some of the skills required in the person specification and is willing to learn others.

As Administrator you will provide support for all AI projects and colleagues. You will be based at our premises at 156 Cowgate, Edinburgh.

Hours: The contract can be 21-35 hours per week. We operate on a 9am-5pm basis Monday-Thursday and 9am-3.45pm on a Friday. **The tasks set out in the Job Description will be dependent on the number of hours you work.** This role will be permanent.

Eligibility Criteria: Edinburgh Employment Recruitment Initiative supports organisations such as Access to Industry with recruitment including funds towards costs. The purpose of this funding aligns with Access to Industry's own values in supporting people into employment.

Applications for this post are restricted to people who meet eligibility criteria for the Edinburgh Employment Recruitment Initiative. This means to apply you must be:

- Unemployed
- Aged between 16 to 67 years
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EERI_Eligibility_Barriers_and_Definitions_.

[This list can also be found here: [eeri-eligibility-barriers-and-definitions-2025-2026](#)]

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.

How to Apply

Access to Industry: Administrator

Application is through a CV and a Supporting Statement.

Applications should confirm that you meet eligibility criteria and include a CV and Supporting Statement. All applications should be marked 'CONFIDENTIAL: Administrator'.

Eligibility Criteria:

Your covering email should confirm that you meet the project eligibility criteria. You do not need to confirm what your additional 'barrier' is, but if selected for interview, you will be asked to confirm this. When submitting your application you need only state 'I have read and can confirm I meet eligibility criteria'. Details here (click on link): [Eligibility Criteria](#).

Curriculum Vitae (CV):

Your CV should describe your education and experience and should include two referees, ideally one of whom should be your most recent employer (if you have one), but other referees are acceptable. We will not contact referees prior to interview.

Supporting Statement, please include:

- Preferred hours: state in the opening paragraph of the Supporting Statement what your preferred hours per week are and if you have a preference for working pattern/days (or days you would be unable to work).
- Person Specification: The Supporting Statement should demonstrate your experience and how this matches with our requirements in the person specification and job description.
- Length: The Supporting Statement 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:

Monday 19 May 2025 (5pm)

Interviews will be held in-person in Edinburgh:

Wednesday 28 May 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

Access to Industry

Administrator
Salary Salary for this post will be £24,185-£26,434 (35 hours – pro rata for part-time). Pension: AI operates an auto enrolment pension. <ul style="list-style-type: none">• AI contribution is 6% of salary; employee contribution is 2% of salary.
Annual leave Entitlement is 25 days per annum (pro rata for part-time). Public holiday entitlement is 10 days per annum. <ul style="list-style-type: none">• After 3 full years employment, leave rises by 1 day per year until 5 additional days are added.
Working Hours 21-35 hours a week, as agreed.
Equality and Diversity Access to Industry work towards the three aims of The Equality Duty in order to: <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.
Performance Review A three-month probation review period will be in operation.
Appointment is subject to satisfactory references 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.