

FAQs for candidates

1. What does the application process involve?

When you come across one of our job adverts, either via an external party or our own website, you will be directed to BambooHR in order to complete your application. The form will ask you to provide some details about your work history before answering specific questions related directly to the role.

2. Where are the roles based?

We are operating a hybrid working model for the time being, with some people choosing to come into our office once per week, and this varies across our teams. Our office is located at First Floor, Canopi-Borough, 7-14 Great Dover Street, London, SE1 4YR.

University Access Officers are based in one or two of our partner schools which are named in the job advert. There are training sessions and team meetings on Fridays and you can work from home or the office on Fridays.

3. What does a University Access Officer (UAO) do?

A University Access Officer (UAO) is the coach and mentor to students in schools, guiding students with their UCAS applications and working closely with the teachers and school leaders. They also communicate regularly with the volunteer tutors who provide weekly online academic tuition to the student to ensure they get the most out of their tutorials. A centrally-designed structured programme of support and workshops is delivered by each UAO.

4. Are employees required to have a DBS check?

All of our job offers are subject to a clear DBS check due to the nature of the charity's work. Should you have any cautions or convictions that would show up on an enhanced DBS check, you should declare this in your application. Having a caution or conviction does not necessarily preclude you from working for the organisation, depending on the nature of the conviction. If you require further information, you can request to see a copy of our Recruitment of Ex-Offenders Policy.

5. Do you accept speculative applications?

If there is not a current vacancy that suits your skills and experience on our website, please check our website again soon or follow us on LinkedIn (The Access Project) and on X @AccessProjectUK. You are welcome to send your CV to us at recruitment@theaccessproject.org.uk.

6. Do you offer flexible working?

We are currently operating a hybrid working model with most people choosing to work from home and in our office in London. We are open to discussing flexible working options; if you are successful; please speak to the hiring manager should you wish to know more.

For University Access Officer roles, flexibility can be discussed with the hiring manager as there is some flexibility between Monday and Thursday in the hours a University Access Officer works and, for those working part-time, the days on which they work.

7. Do you offer internships/work experience?

At the moment we are not offering internships or work experience at The Access Project. However our University Access Officer (UAO) role is a fantastic entry level position for people with an interest in widening participation in Higher Education and access to education.

8. What is your approach to Diversity & Inclusion?

The Access Project is an equal opportunities employer and we welcome applications from people from all backgrounds. We are working towards improvements with equality, diversity, inclusion and belonging. The Access Project is committed to being an organisation where everyone is welcome and respected and we value every individual who works at the charity. We're collaborative, supportive and inclusive.

9. How does The Access Project support staff wellbeing?

We are fully committed to supporting staff to maintain a healthy work-life balance and a healthy wellbeing.

University Access Officers are encouraged to plan a balance of activities each day and throughout the week and are supported by their Programme Manager in weekly one to one meetings. We have an internal Safeguarding team to support with any concerns and a team of Mental Health First Aiders throughout the organisation.

10. What career progression opportunities are there for University Access Officers?

Once University Access Officers have completed the probation period, all UAOs have the opportunity to apply to take on additional responsibilities within the team, when the positions arise, whilst continuing to work as a UAO.