



JOB DESCRIPTION

Project Officer – Scotland's Fair Access Map

Carnegie Education Fund – Embedding Equity, Supporting Success

A Scottish charity regulated by OSCR, SC015600

Hours	Part time 0.6 FTE - Flexible working considered
Location	Hybrid · office in Dunfermline
Salary	£29,141 - £32,512
Reports to	Communications Manager
Closing date	Friday 14 th August 2026

Role overview

ABOUT US

Carnegie Education Fund was established in 1901 to support access to, and drive improvement of, higher education in Scotland. We provide funding to individuals facing financial barriers and undertake projects and partnerships that bring independent insight, evidence and debate to policy.

An exciting opportunity has arisen for a candidate who is looking to use their networking and development skills to help coordinate the promotion and upkeep of our new mapping tool across the widening access and participation sector in Scotland.

Scotland's Fair Access Map (SFAM) is a project funded by Carnegie Education Fund (CEF) and The Robertson Trust, designed in partnership with Scotland's Community of Access and Participation Practitioners (SCAPP) and built by The Open University.

It brings together details of all existing 'fair access' initiatives in Scotland into one place, creating a baseline of activity and serving as a national resource for policy makers, funders, practitioners and those planning new provision.

As SFAM moves from development into active use, the postholder will ensure that the underlying data remains accurate and up to date, promote engagement with the resource across the sector, and help to identify opportunities to grow and develop its capabilities.

The role will involve developing and maintaining a wide network of contacts from across the sector in Scotland and frequent liaison with practitioners and project leaders. It will require some travel to key events.

You will join a small team of six staff reporting to CEF's Communications Manager. The role has no line management responsibility. Your stated place of work will be at CEF's office in Dunfermline, however there will be scope to work remotely and flexibly.

The post is currently funded for four years. Any extension will be subject to future funding and the continued success of Scotland's Fair Access Map.

If you share our passion for ensuring equitable access to higher education, we would love to hear from you.

Key duties and responsibilities

Sector engagement and partnership (50%)

- ▶ Act as a key point of contact for Scotland's Fair Access Map, building and sustaining strong relationships with widening access and participation practitioners, institutions and partners across Scotland.
- ▶ Work closely with SCAPP and other sector networks to keep the resource visible, trusted and widely used, and to ensure it reflects what practitioners, policymakers and funders need.
- ▶ As required, represent CEF at sector events, working groups and forums, gathering feedback that shapes how the resource develops and helps to measure its ongoing utility and success.

Data custodianship and maintenance (40%)

- ▶ Take ownership of the database that underpins the resource, ensuring it remains accurate, up-to-date and complete.
- ▶ Run a regular cycle for collecting, checking and updating data so the resource captures change across the sector over time.
- ▶ Quality-assure submissions, resolve gaps and inconsistencies, and liaise directly with data contributors where needed.
- ▶ Document processes and keep a clear audit trail so the resource stays reliable and sustainable for the long term.

Growth and development of the tool (10%)

- ▶ Identify opportunities to extend the reach, content and usefulness of the tool, and make the case for development to relevant stakeholders.
- ▶ Work with technical suppliers to scope, prioritise and deliver improvements.
- ▶ Monitor how the resource is used and report on its impact, reach and value to the sector.
- ▶ Keep abreast of policy and practice in fair access in Scotland so the resource stays relevant and useful.

Person specification

Essential criteria

1. Experience of building and maintaining productive working relationships with a range of stakeholders, ideally in a partnership, membership or network setting.
2. Knowledge of, or a strong interest in, widening access and participation, higher education or social policy issues and current affairs in Scotland.
3. A confident, accurate approach to data processing and management: experience of maintaining, updating and quality-assuring records or datasets.
4. Excellent written and oral communication skills with the ability to engage clearly and appropriately with a range of different audiences.
5. Well organised and self-directed, comfortable managing your own workload and priorities as part of a small team.
6. A proactive, improvement-minded approach, able to spot opportunities and follow them through to delivery.

Desirable criteria

7. Existing knowledge of, or relationships within, the Scottish widening access and participation sector, including SCAPP.
8. Familiarity with online data tools or digital resources, and confidence working with technical suppliers to develop them.

How to apply

Apply by sending a copy of your CV to admin@carnegie-edfund.scot, accompanied by a supporting statement explaining how your experience meets the essential and desirable criteria, and your motivation for applying.

Your supporting statement can be provided in either of the following formats:

- ▶ In writing, on no more than two sides of A4.
- ▶ In video format, no more than 3 minutes in length.

KEY DATES

Applications should be received by 5pm on Friday 14th August. Interviews will be held in the week commencing 24th August.