



Join our January 2018 cohort

# Graduate Scheme

Thank you for your interest in working with us.

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO. We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **IntoUniversity** provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18. We currently have twenty-four centres across the country and we have ambitious plans to scale-up our provision further over the coming years.

We are looking for high-calibre candidates to join our Graduate Scheme and deliver our widening participation programme to children and young people aged 7-18. Graduate Trainee Education Workers will be based at one or more of our education centres and will have responsibility for working with their Team Leader to plan and deliver the **IntoUniversity** programme.

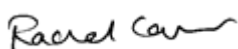
You will be ambitious to progress within **IntoUniversity**, have excellent written and verbal communication skills, and have passion for the mission of our charity. These are graduate-entry, permanent posts for people who have graduated within the past five years and who are seeking to gain a broad range of experience in the charity and education sectors.

The role will be fast-paced and challenging. Each day you will be contributing directly to the success of the charity and transforming the fortunes of young people from disadvantaged backgrounds. You will need to have a genuine passion and enthusiasm for working with young people and be up for leading a class of 30 secondary school students from the front, working with small teams of children and providing occasional one-to-one support. You will have strong interpersonal and communication skills. Flexibility, attention to detail and the ability to multi-task are all necessary for your day-to-day routine. You will be proactive and able to use your initiative at all times. You will have excellent organisational skills, be able to demonstrate exceptional written skills and will be highly efficient. You will also have a genuine passion for the mission of **IntoUniversity**.

We welcome all applications and all those that are sent by the application deadline will be read and carefully considered. We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **IntoUniversity**.

And finally, our aim as a charity is to become *the* pre-eminent provider of widening participation services in the UK and we are looking for people who will be committed to helping us to achieve that goal. You will need to have a genuine passion for the mission and values of **IntoUniversity**. If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed then we would be delighted to hear from you.

Thank you very much for your interest in this post and the ongoing development of our charity. I very much look forward to receiving your application.



Dr Rachel Carr, Chief Executive and Co-Founder



## What training will I receive?

You will begin our Graduate Scheme with an intensive eight week training programme which has been externally accredited. The training will start on **8<sup>th</sup> January 2018** and will take place in London.

*Support with accommodation and travel costs is provided to those who aren't based in a London centre.*

## How does the scheme work?

This is a two-year Graduate Scheme and we expect candidates to commit to staying with the charity for the full duration of the scheme. After **6 months** in post, following successful completion of the training and probationary period, you will become a fully-fledged Education Worker and will receive a pay increase. After completing your first **12 months** of service, and given you can demonstrate the sufficient skills and experience, you will be eligible to apply for promotion to Senior Education Worker which, if successful, results in additional responsibilities and a pay increase to £23,850 (plus £600 if based in London). There may be further opportunities for promotion, for example to Team Leader, as long as you meet the requirements for the role.

## What is the selection process?

The first stage is to complete our online application form which can be found on our website. We will consider all applications after the close date and create a longlist of candidates. There is then a two-stage selection process: a morning of group and individual activities which will take place on 27, 28 and 29 November; and an individual interview. We will endeavour to interview candidates on the same day as they attend the morning activities.

## At a glance

£21,000 per annum

+£600 if based in a London centre

25 days' holiday

+ bank holidays

+ up to 5 extra days at Christmas

+ additional length of service entitlement

## Vacancies in:

Bristol

London

Nottingham

Weston-super-Mare

## 9:30am – 6pm

Some additional weekend and unsocial hours will be required.

9am 16 Oct Application deadline	27-29 Nov Selection process	8 Jan Start date
--	--------------------------------------	---------------------

## GRAD\_0118 job ID

For more information contact

Benjamin Hunt

HR Advisor

Email: [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

Telephone: 020 7243 0242

## What will my main duties be?

- To work with **Into**University Team Leaders to plan and deliver all parts of the **Into**University programme, including leading a class of 30 secondary students from the front, working with groups of primary aged children and providing occasional one-to-one support.
- To deliver the full **Into**University programme in your centre or Cluster of centres, and either to:
  - take responsibility, with full support, for one specific area of the **Into**University programme at your centre; either Primary or Secondary FOCUS or Mentoring. This might include, for example, taking the lead in planning FOCUS Weeks, training new mentors or liaising with your centre's Secondary Schools; or
  - take responsibility, with full support, for specific areas of the **Into**University programme in your Cluster. This might include planning, delivering and training volunteers for the Buddy programme, leading Cross-Centre events, or planning the Holiday FOCUS programme.
- To lead delivery of the **Into**University programme effectively to children and young people in different settings, including schools-based workshops, Academic Support sessions and educational visits. This includes positive behaviour management and adherence to the **Into**University safeguarding policy.
- To assist with the organisation and delivery of the Academic Support, FOCUS and Mentoring Programmes
- To assist **Into**University Team Leaders in liaising with schools and other partner bodies, in organising the classroom and resources and in planning project delivery.
- To update and maintain **Into**University displays, publicity and resources.
- To work with **Into**University Team Leaders to recruit children and young people to the programme, including after-school Academic Support and FOCUS Weeks.
- To develop educational resources and worksheets for use across all **Into**University programmes.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Health & Safety and Working with Vulnerable Groups.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

## Who are we looking for?

Successful applicants must:

- Have completed an undergraduate degree to a 2.1 or higher within the past five years (we will consider candidates who have achieved a 2.2 within the past 5 years if they have successfully completed a PGCE).
- Have achieved a grade C or higher in GCSE Maths and English (or equivalent).
- Have some previous experience (voluntary or paid) of working with children or young people.
- Be self-motivated with a positive and enthusiastic personality and able to work well as part of a small team.
- Be able to work effectively under pressure and meet deadlines, prioritise tasks, carry out effective planning, and undertake monitoring and evaluation.
- Be able to motivate and interact effectively with children and young people.
- Be able to plan, organise and deliver activities for children and young people (with full support), taking into account their pastoral and academic needs.
- Be able to acquire and apply knowledge of further and higher education procedures (e.g. UCAS applications) to help young people make decisions about their futures.
- Be ambitious to enhance their professional development, and to learn about the charity sector and project delivery.
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of **Into**University.
- Have excellent written and verbal communication skills and the ability to write reports, plan workshops and prepare educational materials.
- Be highly computer literate and conversant with Microsoft Word, Excel, etc.