

Summer Term 2017

Dear Candidate,

Thank you for your interest in our **Programme Development Internship Scheme**. IntoUniversity is an award-winning education charity which provides local learning centres where young people are inspired to achieve, and we're seeking enthusiastic and committed individuals to be part of our dynamic team as Programme Development Interns.



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. At the heart of our programme is the belief that underachievement is best addressed by a long-term pastoral engagement with young people where we can build their esteem and support their learning. This enables them to reach their potential to go to university or realise another chosen aspiration.

Your role will be to help with the planning and provision of practical learning support and motivational, confidence-building activities for children and young people aged 7 -18. Successful applicants will be based in one of our education centres in **Bristol, Oxford, Southampton, Brighton, Leeds or Nottingham** and will play an important role in delivering the innovative IntoUniversity programme. **You will choose which city you wish to apply for.**

Because this internship takes place largely over the summer holidays, it will focus mainly on the planning and preparation of IntoUniversity's programmes. You will have the opportunity to work at other centres in your regional cluster in order to gain a wide range of experiences, including delivery with our young people.

You will be studying for or hold an undergraduate degree, be enthusiastic, energetic, flexible and able to exercise initiative. You should have passion and enthusiasm for the mission of our charity. These internships are ideal for people seeking to gain experience in an Education setting.



As an IntoUniversity Programme Development Intern you will become a valued part of the entire IntoUniversity team, taking part in all aspects of our work. You will have the opportunity to develop your skills and acquire experience of working with children and young people with support, advice and guidance from your centre team.

This is an unpaid internship, but reasonable travel expenses will be reimbursed.

If this sounds like the right internship for you, please find further information below and complete our application form. If you have any questions, please contact the Internships Manager, Ellie Newbery, at internships@intouniversity.org or on 020 3602 4961.

We look forward to receiving your application.

Dr Rachel Carr OBE
Chief Executive
IntoUniversity

Programme Development Internship Programme

ELIGIBILITY: You will be studying for or hold an undergraduate degree. If you are a graduate, we expect you to have graduated no earlier than 2011. *

TO APPLY: To apply, send a fully completed **application form** to internships@intouniversity.org. C.Vs are not an acceptable substitute. Please see website for application form.

LOCATION: You will choose which city you wish to apply for. You will be based at one of our **IntoUniversity** centres in the city you choose. You will also have the opportunity to travel to other **IntoUniversity** centres within that city.

START DATE: Please see website for most up-to-date details on intake dates.

PAY: This is an unpaid internship. Reasonable travel expenses will be reimbursed. *

LENGTH OF INTERNSHIP: Two to three months (your choice).

HOURS OF INTERNSHIP: Part-time: two or three full days a week (your choice), ideally sequential.

MANAGEMENT AND SUPPORT: You will be supported by your **IntoUniversity** Centre/Team Leader and the Internships Manager.

INDUCTION: You will have a structured training programme in the first week of your internship. This will include introductory workshops delivered by experienced **IntoUniversity** staff.

*** For further details, please contact Ellie Newbery (internships@intouniversity.org, 020 3602 4961).**

Watch videos on YouTube ([/IntoUni](#)) about volunteering at **IntoUniversity**

*"University has always been something I wanted to do, but it's only really happened because of **IntoUniversity**"*
- Ayisha Adedeji, student on the IU programme

Read about our previous interns' experiences...

"I feel like I have settled straight into my role, as there is so much guidance and support. I have also been encouraged to develop my own skills, especially in the area of behaviour management and teamwork."

- Ivana Veruzabova, Intern at **IntoUniversity** North Kensington

*"[The Internship] has been both insightful and inspiring. It has provided me with a number of new and useful skills and I have really enjoyed working with the Lambeth Team, they have been very warm and welcoming. They have allowed me to gain as much experience as possible, for which I am very grateful. This internship has been very beneficial and I will definitely treasure the time I have spent here at **IntoUniversity**."*

- Naseeka Busawon, Intern at **IntoUniversity** Lambeth

"It's been great to see the children learn new things whilst enjoying their time here and to know that you're making a real difference. I'm also learning a great deal myself, including re-learning Year 8 Maths and Science!"

- Anna Harrison, Intern at **IntoUniversity** Haringey North

Why do we want you?

We understand that it's difficult to find a job without relevant experience. As part of our mission to provide opportunity, we want to support students and recent graduates who are looking to start a career in Education. Our internships do not require any experience and are designed to provide you with structured support and a huge range of opportunities that will make you competitive and confident in applying either for our own graduate scheme or for another relevant job. We believe that our internship scheme can inspire committed students and graduates to start careers that make a real difference to the lives of young people.

What will you be doing?

Our Programme Development Interns help out with the planning and delivery of **IntoUniversity's** summer programmes, and you'll be given every opportunity to develop your own ideas and creativity. You will assist your **IntoUniversity** team with all aspects of the centre's workload, including planning and delivering workshops and trips. You will help to create exciting new displays and stimulating learning resources, as well as updating and maintaining our existing ones. Because the majority of the internship takes place during the summer holidays, you will have the opportunity to volunteer at a number of different centres in order to gain wide-ranging experience of our programmes.

You'll have opportunities to assist your team in liaising and meeting with schools, universities or other partners in order to promote the charity and set up new partnerships. Additionally you'll help to spread the word of **IntoUniversity** amongst children and young people in the area and encourage them to get involved.

Of course no two days are ever the same in our thriving education centres, so from time to time you'll be able to get involved with other tasks, some of them administrative, alongside the rest of the team.

What skills do you need?

This internship is suitable for a university student or recent graduate, ideal for someone seeking to gain practical experience in the charity sector. You will be required to be energetic, flexible and enthusiastic with the ability to exercise initiative. You'll need to be highly self-motivated, able to prioritise tasks and be an asset to a small team. You will be involved in the planning and preparation of activities, so will need to be creative and imaginative when producing educational resources.

You must be able to effectively motivate and interact well with children and young people. This will require you to be committed to taking an active part in the life of **IntoUniversity**, and able to demonstrate a positive, 'We Can' ethos.

Last but not least, you'll need to be computer literate and conversant with Microsoft Office.

What benefits can you expect?

Whilst this is an unpaid internship, you will receive reimbursement for reasonable travel expenses. You will receive formal training, including observations of experienced staff working with children and young people in our centres and/or in schools. You'll be supported throughout your internship by your centre's Team or Centre Leader, who will provide supervision and guidance.

You'll receive a welcoming induction to **IntoUniversity**, including visits to some of our centres to see the activities we run. You'll also gain opportunities to learn about how the charity sector operates.

The internship will provide valuable and varied experience for your CV, with opportunities to develop your own ideas and initiative and gain relevant skills for future career development. We'll give you advice on future job applications, including training on CV writing and interview techniques. Where appropriate, we'll support you in applying for employment within our own organisation.

Finally, you'll have the satisfaction of knowing that you are making a strong impact on the development of a cutting-edge charity, and a difference to young people's lives.

Further information about **IntoUniversity**

What are the distinctive features of our IntoUniversity model?

- We offer a centre-based service away from school.
- We are a 'home-from-home' rather than a 'school-from-school', with an emphasis on pastoral care.
- We maintain a high staff/student ratio. This is crucial for both the quality of the educational support and the maintenance of pastoral relationships.
- We have excellent existing educational partnerships at local and national level.
- We start working with young people from age seven and work with them over the long term until university access; academic research shows that access to university from socially-excluded groups needs children to aspire to future study from a young age.
- We provide a positive aspirational ethos.
- We recognise that young people require many types of support in order to raise and attain their aspirations: academic support, new learning opportunities, aspirational activities and confidence building.

What does IntoUniversity's programme include?

- **Primary & Secondary Academic Support:** Tutored help with homework, coursework, literacy and numeracy.
- **Primary FOCUS Weeks & Days:** Themed weeks and days of out-of-school experiential learning for Years 5 and 6.
- **Secondary FOCUS Workshops:** An innovative series of workshops for Years 7-13 designed to support students' development of transferable skills and provide a clear understanding of how to why they should aspire to enter Higher Education or another aspiration.
- **Holiday FOCUS:** Themed weeks for secondary students to encourage team work and aspiration, and to look at different careers.
- **Extending Horizons Weekends:** Educational weekends which help to raise aspirations and motivation to achieve at school and promote the importance of team building.
- **Mentoring:** We work with a number of high profile universities, pairing undergraduates with our users. We also run a corporate mentoring scheme to support students from Year 13 through to their first year at university. The programme promotes self-worth, social development, responsibility and aspiration.



Read the **IU Blog:** <http://intouni.blogspot.com>



Follow us on **Twitter:** <http://twitter.com/intouniversity>



Join us on **Facebook:** <http://facebook.com/intouniversity>

What do experts in the Charity Sector think about IntoUniversity?



New
Philanthropy
Capital

NPC's research reports dig deep into social issues ... exploring which approaches work and which don't, what government is doing to tackle the issue and what difference private donations can make.

'IntoUniversity is a charity that demonstrates excellent optimisation of resources, and is one of the best-run charities that NPC has come across. There has been impressive growth at IntoUniversity since NPC wrote the

long analysis two years ago, though the fundamentals of the charity's vision, strategy and approach remain constant.'

Research Report on IntoUniversity available from NPC's website <http://www.philanthropycapital.org/>



The Impetus Trust is a leader in Venture Philanthropy in the UK, and one of our key partners.

'The Impetus portfolio consists of 14 high-performing charities, with IntoUniversity, which inspires and engages young people from disadvantaged backgrounds to attain either a university place or another chosen aspiration, showing the highest performance in the portfolio this year. IntoUniversity has been able to grow its average number of children helped by 177% a year, since it obtained Impetus backing.'