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 a high-calibre candidate to join us as the Head of Student Enrichment and Development. You will be responsible for managing, overseeing and developing Student Enrichment programmes across the IntoUniversity network and supporting the Director of London Operations with the oversight of specific aspects of the IntoUniversity programme including our quality framework and programme improvement strategies.

Student Enrichment opportunities at IntoUniversity include work experience placements, Insight Days delivered in partnership with our corporate partners, our flagship three-week Big City Bright Future programme in partnership with BlackRock.

You will have at least two years’ full-time (or equivalent) paid experience working with children and young people in a relevant role and substantial experience of managing large projects and strategic relationships with key stakeholders. Flexibility, attention to detail and the ability to multi-task are all necessary for your day-to-day routine. The role will be fast-paced and challenging. Each day you will be contributing directly to the success of the charity and the transformation of the lives of some of the UK’s most disadvantaged young people.

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.

We welcome all applications and all those that are sent on time 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.

Thank you very much for your interest in this post and the ongoing development of our charity.

Dr Rachel Carr, Chief Executive and Co-Founder
What is the application process?

To apply for this post you’ll need to send us your CV, a covering letter explaining how you meet the requirements of the post and the answers to the seven questions below: jobs@intouniversity.org by 9am on 19 March 2018. We will consider all applications after the close date and will invite successful candidates to a selection day which will provisionally take place on 29 March.

- **Talent** - Please give us a recent example from your current job of a challenging situation where you have recognised the value or talent in someone.
- **Aspiration** - Please tell us how you would encourage a young person to engage with the opportunities provided by the Student Enrichment programme.
- **Quality** - Please give us a recent example of a situation where you have gone the extra mile to complete a work project to the best of your abilities.
- **Teamwork** - Please tell us how two ways in which you would work with the charity’s centre-based teams to maximise the impact of the Student Enrichment programme.
- **Compassion** - We aim to provide pastoral care to our children and young people. Please tell us how you will put this into practice.

- Why was it important to you personally to go to university?
- If relevant - what is your reason for leaving your current role, and what is your notice period and current salary?

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**At a glance**

£29,600 per annum  
(inclusive of £600 London contribution)

Start date:  
1 May 2018

25 days’ holiday  
+ bank holidays  
+ up to 5 extra days at Christmas  
+ additional length of service entitlement

Based in:  
IntoUniversity  
North Islington, London

9:30am – 6pm

Some additional weekend and unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.

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<th>19 March</th>
<th>29 March</th>
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<td>Application deadline</td>
<td>Selection day</td>
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Who are we looking for?

The applicant will:

- Have a minimum of 2 years’ full time experience working with children and young people
- Have completed an undergraduate degree to a 2.1 or higher level
- Be able to demonstrate substantial experience of managing large projects
- Be able to demonstrate experience of developing programme content and have or be able to acquire quickly a knowledge of the national curriculum
- Have experience managing strategic relationships with key stakeholders, and ideally, corporate partners.
- Be able to demonstrate highly effective organisation and excellent time-management skills
- Be someone who actively seeks solutions to problems and uses their initiative
- Have the ability to motivate and organise others
- Be able to demonstrate creativity and enterprise
- Be able to communicate the ethos and value of the IntoUniversity programme to a range of audiences including corporate partners and volunteers
- Be ambitious, energetic, enthusiastic, driven and committed to leading a thriving and successful IntoUniversity programme
- Be very highly self-motivated and able to prioritise and identify tasks
- Be able to carry out professional and effective monitoring and evaluation
- Be highly computer literate and conversant with Word, Excel etc and ideally have working knowledge of the Salesforce database
- Have excellent written and verbal communication skills
- Have the ability to work extremely effectively under pressure, meeting very tight deadlines
- Support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of IntoUniversity

What will my main duties be?

- **Head of Student Enrichment (approx. 3 days per week)**

To take responsibility for developing the Student Enrichment programme at new and existing IntoUniversity learning centres, including:

- To take responsibility to ensure that the high quality of the Student Enrichment programme is maintained and that the pastoral needs of the children and young people are met
- To develop a diverse portfolio of Student Enrichment and work experience opportunities for IntoUniversity students
- To consolidate and evaluate current opportunities and actively identify new opportunities for IntoUniversity students and to monitor take-up of enrichment opportunities in each centre/cluster
- To advertise, recruit and support successfully students interested in the Student Enrichment programme, and to ensure this process is streamlined and effective
- To ensure that there is adequate support and provision in place for those students who have not yet learnt of the importance of applying for enrichment opportunities, or who need support to improve the quality of their applications and interview technique
• To take full responsibility for the annual BlackRock Big City Bright Future Programme including the student application and recruitment process, liaison with the BlackRock team, the annual Insight Day and 3-week programme and all reporting and monitoring requirements
• To have oversight and overall management of Student Enrichment programmes delivered in partnership with IntoUniversity’s university partners eg IntoOxford and Insight into Bristol
• To work with the Student Associate Manager to ensure there is a successful transition of students to the Associate Scheme, and to track students from key programmes (e.g. BlackRock Big City Bright Future) as they progress through university and into employment
• To ensure that all resources and records relating to the Student Enrichment Programme are kept up-to-date and centre staff are uploading required information to the Salesforce database
• To ensure we have health and safety practices in place for student enrichment opportunities including risk assessments, and that data protection laws are complied with
• To produce reports for IntoUniversity staff/SMT/partner organisations as required
• To work alongside the Corporate Fundraising Team to ensure that they are aware of all the programmes with corporate partners, and that opportunities to develop firms/individuals into funding partners are explored
• To oversee the Student Enrichment Managers and to support staff responsible for student enrichment

➢ Programme Development (approx. 2 days per week)

MAIN DUTIES:

Careers in FOCUS

• To take full responsibility for IntoUniversity’s Careers in FOCUS programme (a programme designed to introduce students to new career paths through interactive, hands on workshops led by volunteers with a background in a particular career area)
• To monitor Careers in FOCUS targets across the network and support centres with the delivery of this programme
• To work closely with IntoUniversity centre staff teams and the Head of Volunteering to ensure volunteers are recruited, allocated to centres and suitably supported to deliver the Careers in FOCUS programme to the highest possible standard

Quality Framework

• To work closely with IntoUniversity’s Senior Leadership Team and Cluster Managers to develop the charity’s Quality Framework and monitor the content and quality of delivery at all IntoUniversity centres to ensure a high standard of provision is maintained across the network
• Take full responsibility for IntoUniversity’s quality assurance work including the design, oversight and implementation of IntoUniversity’s reflection process (classroom observations)
• To support the Director of London Operations and Director of Regional Operations to develop best practice and excellence in IntoUniversity’s centres
• To work closely with the ‘Excellence in Delivery Manager’ and the Programme and Behaviour Champions across the organisation to support the sharing of best practice to all IntoUniversity staff across the network

IntoUniversity is the UK’s leading widening access charity providing local learning centres where young people are inspired to achieve.
• To take full responsibility for the annual IntoUniversity Partnership Awards to recognise and celebrate the strong stakeholder partnerships across the network

• To work with the SLT on programme development projects across all areas of the IntoUniversity programme. For example, this may include working closely with the Director of London Operations and Heads of Programme Strands when a IntoUniversity programme is going through its programme review cycle (all IntoUniversity programmes have ‘minor reviews’ every academic year led by a Head of Strand. On a rotating basis a ‘major review’ of each programme also takes place approx. every 4 years which requires involvement from the Senior Management Team and Programme Managers in that area. E.g. in 2017-18 we have been reviewing the Mentoring and Volunteer aspects of our programme)

Leadership in FOCUS

• IntoUniversity’s Leadership in FOCUS programme (a bespoke 3-day Leadership programme delivered to secondary school students across our network of learning centres). Responsibilities include overseeing the continued review and development of the course content, reviewing student and staff evaluations, ensuring staff support materials and staff training is up-to-date and it supports staff to deliver the programme to the highest possible quality

Programme Accreditation and development

• Supporting the relevant Heads of Strand with external accreditation including supporting the Head of Mentoring with the Mentoring and Befriending accreditation or the Heads of Academic Support with the Quality Assurance in Study Support (QiSS) accreditation process
• Supporting with the development of the Academic Support primary curriculum

General responsibilities

• To support IntoUniversity programme delivery around the London network during busy delivery periods and when cover is required
• To be able to make occasional trips to IntoUniversity centres across the country
• To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post