

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO.

We're an award-winning charity that runs local learning centres in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential.

As the UK's leading university access organisation, our staff team is helping thousands of young people each year to achieve their potential. We have thirty-five centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

We are looking for people who will be committed to helping us to change the lives of young people by taking up permanent roles as Education Workers on **Into**University's Graduate Scheme. We believe that our Graduate Scheme is one of the most exciting in the charity sector, providing exceptional training and experience, and the opportunity to work with young people and colleagues who will challenge and inspire you.

As a charity with social mobility as its core objective, **Into**University is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative. The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **Into**University.

If you believe that all young people deserve the chance to develop their talents 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 and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr,
Chief Executive Officer
& Co-Founder

At a glance

Start date

10th January 2022

Contract

Full-time, permanent

9:30am – 6.00pm

Some additional weekend & unsocial hours will be required.

Please note that the start date is subject to change depending on COVID-19 restrictions.

Vacancies in

London, Southampton

Salary

London-based staff: £24,100 per annum (including £1,600 London contribution)

Non-London based staff: £22,500 per annum

Annual leave

33 days (including bank and public holidays)

+ additional 2 closure days at Christmas

+ additional length of service entitlement

Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

Please contact jobs@intouniversity.org if you have any questions.

KEY DATES

Application deadline
9am on 11th October 2021

Selection days
w/c 15th November 2021

Interviews
19th & 22nd November 2021

Application and selection process

The first stage is to complete our online application form **before 9am on Monday 11th October 2021**. You can find the link to this on our website at: <https://intouniversity.org/graduatescheme>

We are offering an online **Insight Session** for potential applicants from under-represented backgrounds and coaching sessions for **IntoUniversity Student Associates** as part of our commitment to making our recruitment processes more inclusive. Please see our website for further details at: <https://intouniversity.org/content/selection-process>

If you successfully pass through the first stage of shortlisting, we will be in touch with you with details of a **very short video presentation** for you to complete, to help us with the second stage of shortlisting. When we write to you, we will provide full guidance on how to complete this task, and we will ask whether you have any specific requirements or need adjustments in order to access the task or to perform to the best of your ability.

If you successfully pass through the second stage of shortlisting, we will invite you to attend one of our online selection days during the **week beginning 15th November 2021**. All those invited will participate in a series of group activities, individual activities and short interviews. Candidates who most clearly demonstrate the right qualities for our graduate scheme will then be asked to return for an online panel interview on **19th or 22nd November 2021**.

You can read about the qualities that we're looking for on the following pages of this job description.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role. The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#).

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.



If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 02072430242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>

What training will I receive?

You will begin our Graduate Scheme with a six-week training programme. We expect training to be a blend of face-to-face training and remote learning, dependent on COVID-19 restrictions. You'll be training alongside other members of your cohort, so you'll get to know them really well whilst you learn everything you need to prepare you for working in an **Into**University centre. Unfortunately, due to COVID-19 restrictions we can't currently confirm the full details of the training, but we'll make sure that you're provided with accommodation and support for travel costs if you're not based in the city the training is held.

Throughout the graduate scheme you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

How does the Graduate Scheme work?

Our Graduate Scheme is a two-year career-development programme and we ask candidates to commit to staying with the charity for at least this duration.

After completing your first year of the scheme there will be the opportunity to take on a new challenge and apply for a promotion to Senior Education Worker.

Our Graduate Scheme roles are permanent jobs (unless you are offered a specific fixed-term opportunity), so you are guaranteed a position with us after you finish the scheme. As we're an expanding organisation, new job roles and further promotions are regularly available for those who stay beyond their initial two years.

How will COVID-19 affect my application?

We are delighted that our centres are currently open in line with government guidelines. Nevertheless, we recognise that circumstances may change and bring additional challenges for how we recruit and train new staff. The structure and timeline of the selection process, start date and training programme set out in this job pack are therefore subject to change. We'll keep you updated during the selection process.

Eligibility for the role:

In order to be eligible for the graduate scheme, applicants must:

- Have completed - or are predicted to complete - an undergraduate degree to a 2.2 or higher.
- Have completed either an undergraduate degree or postgraduate degree within the past five years.
- Have achieved a grade C or higher in GCSE Maths and English/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).
- Have some previous experience (voluntary or paid) of working with children or young people.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Who are we looking for?

We are looking for people who can demonstrate our values: Talent, Quality, Compassion, Aspiration and Teamwork.

Talent: At IntoUniversity, we value and recognise the talent of every person.

Are you someone who enjoys motivating others by reinforcing their self-belief? We need staff who will believe in our young people and support them to succeed. You will also be ambitious to enhance your own professional development.

Quality: At IntoUniversity, we complete everything to the highest possible standard

Are you someone who is hard working and has the commitment to see things through? We need people who take pride in their work and complete tasks to the best of their abilities. You will have a growth mind-set, embracing challenges and reflecting on how to develop and improve. You will also have the ability to plan, prioritise tasks and meet deadlines.

Compassion: At IntoUniversity, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? We need team members who can motivate and interact positively with children and young people. Providing a consistent adult presence in their lives is a crucial part of our programme of support. Alongside support with learning, you will also be attuned to the pastoral needs of our students.

Aspiration: At IntoUniversity, we behave aspirationally and positively

Are you someone who has a positive outlook? We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

Teamwork: At IntoUniversity, we promote teamwork and togetherness

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will be kind and supportive of colleagues, students and stakeholders. You will also be committed to building an inclusive culture in which everyone is valued for the unique people they are.

What will my main duties be?

- To work with **Into**University Centre 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, 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 Centre 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 Centre 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, Children and Young People (Scotland) Act, Safeguarding Vulnerable Groups Act, Protection of Vulnerable Groups (Scotland) Act, and legislation and policies related to Equal Opportunities and Health & Safety.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.