

## Partnerships Officer

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. From Autumn 2021 we will have thirty-seven centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

At this exciting time in our evolution, the Partnerships Officer will play a key role in ensuring the charity maintains and develops some of its key relationships with universities and independent schools. This role will also be key in creating a multi-year strategic plan of challenge and event fundraising, and increasing event fundraising income.

You will be a confident networker who will enjoy dealing with a wide range of internal and external stakeholders. The role will require excellent interpersonal skills and the capacity to interact with a very wide range of people at all times projecting a positive image of the charity. You'll be meticulous, organised and work to high standards, with a sharp eye for detail. You'll also be keen to develop your skills and be proactive in helping us to improve and innovate.

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

# Partnerships Officer

## At a glance

### Based in

IntoUniversity Head Office,  
London, W11 4EQ

### Start date

July 2021 (to be agreed on appointment)

### Contract

Full-time, permanent

### Salary

£23,200 per annum (including London contribution of £1,200) rising to £24,100 on 1<sup>st</sup> August 2021 (including London contribution of £1,600)

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

### 9:00am – 5:30pm

Some additional weekend & unsocial hours will be required.

### 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](mailto:jobs@intouniversity.org) if you have any questions.

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## Application details

Application deadline

Monday 24<sup>th</sup> May 2021 (9am)

Video presentation deadline

Thursday 27<sup>th</sup> May 2021 (9am)

Selection day (online)

Wednesday 9<sup>th</sup> June 2021

Please visit our website at <https://intouniversity.org/content/current-opportunities> to apply via our online portal. You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role (not more than 600 words.)
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the **Into**University values of Talent, Quality, Compassion, Aspiration and Teamwork.
4. Provide details of two referees (to be contacted upon successful appointment to the role). One of your referees should be your current or most recent employer.

We will email all candidates on Tuesday 25<sup>th</sup> May with details of a **very short video presentation** for you to complete, to help us with our shortlisting process. The deadline for submitting your video presentation will be 9am on Thursday 27<sup>th</sup> May. 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 shortlisted for interview you will be invited to attend our selection day on 9<sup>th</sup> June 2021.

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](#).

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### How will COVID-19 affect my application?

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.

### What training will I receive?

We expect training to be a blend of face-to-face training and remote learning, dependent on COVID-19 restrictions. Alongside on-the-job learning, you'll be training alongside other members of our summer cohort, so you'll get to know them whilst you learn everything you need to prepare you for your role. Unfortunately, due to COVID-19 restrictions we can't currently confirm the full details of the training.

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 leadership profile.

### 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](mailto: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>

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## What will my main duties be?

### UNIVERSITY PARTNERSHIPS

- Maintain an up-to-date directory of university partners including key staff and other contacts at each university
- Maintain a multi-year calendar of university partnerships showing contract start, end and renewal dates along with a schedule of payments
- Ensure that university partner records on our database (Salesforce) are fully up to date
- Ensure that universities are promptly and fully thanked for their financial and other contributions to the charity
- Working with the Partnerships Manager, ensure that each university partner receives a high-quality and professionally-produced annual report on the activities of the centre(s) they sponsor
- Provide secretariat functions for university oversight board meetings, preparing agendas and distributing meeting papers, minuting meetings and keeping full records of each meeting
- When required, attend (with members of the Senior Management Team) meetings with prospect university partners, preparing documentation, minuting meetings and supporting with follow-up actions
- Support the Partnerships Manager in implementing a stewardship plan for university partners
- Creating high-quality print and digital copy for use in communications activity about our university partnerships
- Organise visits to **Into**University centres for current and prospect university partners

### INDEPENDENT SCHOOL PARTNERSHIPS

- Maintain an up-to-date directory of independent school partners and key staff at each school
- Ensure that independent school records on Salesforce are fully up to date
- Ensure that independent schools are promptly and fully thanked for their financial and other contributions to the charity
- Working with the Partnerships Manager to ensure that each independent school partner receives a high-quality and professionally produced annual report on the activities of the centre(s) that they sponsor
- When required, attend (with members of the Senior Management Team) meetings with prospect independent school partners, preparing documentation, minuting meetings and supporting with follow-up actions

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- Work with the Partnerships Manager to implement a stewardship plan for independent school partners
- Create high-quality print and digital copy for use in communications activity about our independent school partnerships
- Organise visits to **Into**University centres for prospect independent school partners
- Support the Partnerships Manager to prepare proposal documents for partnerships including volunteering and other engagement opportunities
- Liaise with the charity's Boarding School Bursaries Manager about schools that they are engaging

## EVENT FUNDRAISING

- Supporting the Partnerships Manager to create a multi-year strategic plan of challenge and event fundraising
- To increase event fundraising income by promoting the charity's challenge and community events
- To work with the Corporate Fundraising Team to recruit and support new individual event fundraisers
- Sourcing or devising new fundraising event opportunities to engage potential fundraisers from among the charity's database of stakeholders
- Be diligent and creative in supporting individual fundraisers, providing written copy, photography and video for their fundraising pages and advising them about strategies for winning sponsorship
- Ensuring smooth administration of donations arriving via the charity's Enthuse system, as well as giving platforms such as Virgin Money Giving and Just Giving
- To liaise with the Philanthropy Team about the ongoing stewardship of supporters

## GENERAL DUTIES

- Maintain accurate records of the charity's current funding situation, including details of the status of applications, donors, etc.
- Represent the charity at external events and act as an ambassador for our work
- Work with the rest of the head office team to provide executive support to the SMT in relation to the general running of the charity
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

# Partnerships Officer

## Who are we looking for?

In order to be eligible for the Partnerships Officer role, applicants must be educated to degree level with a 2.1 or higher (we will consider candidates who have achieved a 2.2 if they have exceptional mitigating circumstances).

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 can maintain strong professional relationships and cultivate professional loyalty?** We need a Partnerships Officer with excellent interpersonal skills. You will have excellent verbal and written skills to be able to communicate with a range of audiences including schools, universities and other stakeholders.

**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 highly-effective organisational skills, completing work to strict deadlines, and have a high level of competence in word-processing and the ability to produce well-presented documentation.

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

**Are you someone who is kind and supportive of others?** We need team members who have a genuine commitment to our cause and to the charity's ethos and values. You will support others to succeed and be committed to building an inclusive culture in which everyone is valued for the unique people they are.

**Aspiration:** At IntoUniversity, we behave aspirationally and positively

**Are you someone who has a positive outlook?** You will be ambitious to enhance your own professional development and will have a growth mind-set, embracing challenges and reflecting on how to develop and improve.

**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; we can only achieve this through collaboration with organisations who share our mission, which includes universities and independent schools. In order to continue this collaboration, you will ideally have knowledge of the university and independent school sectors.