

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 providing 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. **Into**University provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. From Spring 2021 we will have thirty-four centres and extension projects across the country, 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 a permanent role as an **Education Worker** at our new centre in **Norwich**. 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 and/or male candidates as they are currently under-represented within **Into**University.

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 and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr,
Chief Executive Officer
and Co-Founder

At a glance

Vacancies in:
Norwich

£22,000 per annum

9:30am – 6:00pm

Some additional weekend & unsocial hours will be required.

Staff benefits

- Generous pension scheme
- Employee Assistance Programme
- Staff in FOCUS – annual rewards, competitions and prizes
- Summer working hours
- Interest-free new starter loans of up to £1,000

Annual leave

33 days (including bank and public holidays)
+ additional 2 closure days at Christmas
+ up to 5 days length of service entitlement

19th October 2020 (9am)

Deadline for applications

23rd and 24th November 2020

Selection days

27th, 30th November and 1st December 2020

Successful candidates invited for interview

11th January 2021

Start date

(please note that the start date and selection day dates are subject to change depending on COVID-19 restrictions)

For more information, please contact jobs@intouniversity.org

How will COVID-19 affect my application?

We are delighted that our centres have reopened in line with government guidelines. Nevertheless, we recognise that the 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 below are therefore subject to change. We'll keep you updated during the selection process.

We also recognise that some applicants may not have access to a computer to complete the online application form. If that's the case for you, please do get in touch with us on jobs@intouniversity.org or call 020 7243 0242 to speak to our HR team, and we'll work with you to receive your application in another format.

What training will I receive?

You will begin our Graduate Scheme with a seven-week training programme, with a further week of training to take place in the summer. Training will take place as a blend of remote learning with some in-centre training too. 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. Due to the COVID-19 crisis we can't currently confirm the full details of the training, but we'll make sure that you're provided with support for accommodation and travel costs if you're not based in the city the training is held.

You'll also, at a later date, take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training in how to reach your goals. During your second year you'll take part in our leadership training, giving you the opportunity to consider and develop your own leadership profile.

How does the 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 may 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.

What is the selection process?

The first stage is to complete our online application form which may be found on our website:
<https://intouniversity.org/work-for-us>

Please ensure that you submit your application before **9am on 19th October 2020**.

We will be in touch with candidates after the application deadline with details of a short video presentation to be completed.

Applicants who are shortlisted will be invited to one of our online selection days. All those invited will participate in a series of group and individual activities. Candidates who display the right qualities for the graduate scheme during these activities will then be asked to return for online individual interviews.

Please note that you 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](#).

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 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 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, 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 - or are predicted to complete - 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 five 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.