

INTO UNIVERSITY
**GRADUATE
SCHEME**



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 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. **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 September 2019 we will have thirty-one 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.

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. 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:

Birmingham
Bristol
London
Nottingham
Oxford

£22,000 per annum

(+£1,000 if based in London, rising to £1,200 in September)

9:30am – 6:00pm

Some additional weekend & unsocial hours will be required.

Staff benefits

- Perkbox membership – annual membership to rewards and over 200 discounts at leading stores
- Staff in FOCUS – a month of benefits, competitions and prizes held each year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Generous pension scheme

25 days' holiday

+ bank holidays
+ additional 2 closure days at Christmas
+ additional length of service entitlement

7 May

Deadline for applications

End of May

Shortlisted applicants invited to selection days

17, 18, 20, 21, 24, 25, 27 June

Selection days

5 August

Start date

For more information contact jobs@intouniversity.org

What training will I receive?

You will begin our Graduate Scheme with a six-week training programme, accredited with the OCN London Quality Mark. You'll do this training with your cohort in London, 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.

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

Support with accommodation and travel costs is provided to those who aren't based in a London centre.

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 you may take on a new challenge and apply for a promotion to Senior Education Worker. If successful, you'll take on additional responsibilities and have a pay increase to £24,000 (plus £1,200 if based in London).

Our Graduate Scheme roles are permanent jobs, 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>

Applicants who are shortlisted will be invited to our selection days held in our Head Office in London. All those invited will participate in a series of group and individual activities throughout the morning. Candidates who display the right qualities for the graduate scheme during these activities will then be asked to stay on for an afternoon of individual interviews.

*We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **Into**University.*


What will my main duties be?

- To work with **Into**University Team 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 Team 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 Team 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 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 5 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.
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- 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.