Change lives
Join our Graduate Scheme
‘IntoUniversity’s staff and volunteers provide academic and pastoral support for thousands of children and teenagers every week. Through their teaching, mentoring and example, they encourage curiosity, hard work and ambition for the future – whether that be towards a place at university or directly into work. The inspiration which IntoUniversity’s team of graduates provide to others is remarkable.’

Nicola Brentnall MVO, Director of The Queen’s Trust

Thank you for opening this brochure – you’ve just taken your first step to changing a young person’s life.

Since we founded IntoUniversity in 2002, we have been driven by the belief that it is possible to change society for the better. And that belief has taken us a long way.

Since those early days IntoUniversity has grown into the UK’s leading university access organisation and our staff, working in close-knit teams, are transforming the fortunes of thousands of young people each year.

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 share our vision of creating a fairer society in which all young people have the chance to succeed and you would like to be part of an organisation that will enable you to excel as a professional in the charity sector, then IntoUniversity could be the perfect career choice for you.

We’d love to hear from you.

Visit www.intouniversity.org/graduatescheme to apply
A Graduate Scheme with a difference

Each year Into University recruits up to 50 graduates on to our highly acclaimed Graduate Scheme.

Joining the scheme means that your day will never be dull. Based in one of our local learning centres, you’ll deliver our education programmes to young people living in the UK’s most disadvantaged communities. You’ll support them to gain either a university place or another chosen aspiration.

On joining us you’ll begin two months of intensive training and will receive ongoing support and further training throughout the two-year Graduate Scheme and beyond. We’ll give you both a strong grounding in working with young people and a great introduction to a career in the charity sector.

Our Graduate Scheme is highly competitive and we’re looking for applicants who are passionate about working with disadvantaged young people and have the commitment and drive to help us change their lives.

We are looking for people who are excited about supporting young people in a variety of ways – whether leading whole-class workshops for secondary students, working with small groups of primary students or providing one-to-one support.

“Warm, welcoming and motivational, the IntoUniversity Education Workers inspire and encourage young people to do their best.”

Dr Ros Smith, Co-Founder of BestCourse4Me

Our local learning centres are based at the heart of the disadvantaged communities where our young people live.

**Staff team**
Each centre is run by a Team Leader and a small team of graduate Education Workers.
Each centre team benefits from a network of up to 100 undergraduate, corporate and local volunteers.
All centres are supported by a member of the senior team.

**Students**
We work with students aged 7-18.
Each centre reaches 900 students per year who need our help to reach their full potential.

**Activities**
Each centre delivers three main programmes: after-school Academic Support, Mentoring and our aspiration-raising FOCUS programme run in partnership with universities.
Programmes are run in our centres or delivered by the team in local schools.

Partners
Collaboration and partnership are an essential part of what we do.
All of our centres work closely with their university partners.
Into University also benefits from strong links with organisations such as Channel 4, UBS and Buckingham Palace.
Centres also work closely with local primary and secondary schools.

What makes us different?
We intervene early, working with children as young as seven years old.
We offer a multi-stranded academic and pastoral programme over the long term.
We work with students across the academic ability range.
We operate a centre-based model.

“…”

Richard Hardie, Chair, UBS Ltd
**IntoUniversity’s values**

Our values are part of everything we do, from the way we recruit our teams, to the way we treat our students and how we interact with our colleagues. They shape our organisational culture. We aim to live up to these values every day. We don’t always get it right. But we are looking for applicants who share our vision.

**Teamwork**
We promote teamwork and togetherness.

**Quality**
We complete everything to the highest possible standard.

**Compassion**
We practise pastoral, long-term care.

**Talent**
We value and recognise the talent of every person.

**Aspiration**
We behave aspirationally and positively.

---

**What our staff think**

“It’s great to work in an organisation where people support each other – there’s a real sense of teamwork wherever you go.”

Kizzi Keast, August 2015 cohort, Southampton West centre

---

In 2015 80% of IntoUniversity school leavers achieved a university place compared with just 22% of children eligible for Free School Meals nationally.
Our programme of support

Academic Support
Both primary and secondary students come to our centres to receive after-school tutoring and help with coursework, literacy and numeracy from our Education Workers and trained volunteer tutors. Academic Support is a chance for you to get to know your students really well and build long-term relationships that offer them pastoral support.

‘Academic Support is my favourite part of the day. No matter how busy my day has already been I know that seeing the familiar faces of the students walking through the centre door, ready to learn, will always put a smile on my face.’
Dr Jo Marchant, Centre Leader, IntoUniversity Brighton

FOCUS
We have specifically designed the activities on this programme to build our students’ confidence and self-belief, raise their aspirations and improve their teamwork, communication and presentation skills. We run FOCUS Days and Weeks with primary school students and a series of FOCUS workshops with secondary school students. Additional programmes include Leadership in FOCUS and Business in FOCUS. We support our students on every step of their school journey whilst maintaining a focus on higher education and future careers.

‘These are excellent days; well-led and well-organised. A few of my class have already told me where they’re going to university – a concept they hadn’t yet heard of two months ago.’
Mr Fox, Year 5 Teacher, Devonshire Hill School

For full details about all of our programmes, please visit www.intouniversity.org

Mentoring
We match university students with our younger secondary school pupils and volunteers from the business world with our Year 12 and 13 students. Mentors act as inspiring role models, offering invaluable advice and guidance.

‘There was a profound difference in attitudes to learning during the IntoUniversity Week. I witnessed aspirations for the future in our children. Schools often drive high achievement and expectations – IntoUniversity complements this with creating real ambition in the children. There has been a notable change in attitudes since they have returned to school. The teachers found that some of the children with the most complex needs were so engaged in the activities it challenged our perceptions of the children’s abilities.’
Francis Murphy, Head of School, Pegasus School

What our students say about us

‘I like coming to Academic Support because it opens up opportunities and makes university accessible to all. It also gives me support with my homework and the chance to challenge myself with harder work too.’
Yafet
Leeds East centre

‘At home I share a room and I can’t get anything done because of how noisy it is. Here I get help and it’s quieter than home. I can use the computer to do some homework.’
Brianna
Leeds South centre

‘I have been coming to IntoUniversity for eight years. I have developed such a good relationship with all the staff as they have watched me grow from a little boy to a young man, helping me achieve my goals in every subject. They have always encouraged me to do better.’
Hafiz
Lambeth centre
Your first year with us

Initial Training Programme
Our Graduate Scheme begins with a bespoke in-house eight-week training programme, accredited with the OCN London Quality Mark. You’ll do this training with your whole graduate cohort so will get to know them really well whilst you learn everything you need to prepare you for working in an Into University centre. We’ll train you not only in the programmes that you’ll deliver as an Education Worker but also in our fundraising practices, charity governance and how we develop our long-term strategy.

Joining your centre
After completing this initial training you will join your team full time. You’ll either be based in one specific centre or working across a number of centres to help support your wider team. You’ll start working with our students straight away – whether team-teaching a cohort of 25 Year 10s from the front of the class, leading a table of eight Year 5s during a Primary FOCUS Day or working one-on-one with students in Academic Support – no two days will be the same!

Investment in Excellence
You’ll take part in The Pacific Institute’s Investment in Excellence programme led by trained Into University facilitators and re-joining your cohort for five days of training.

Taking a lead
Once settled into your centre you will either be given responsibility for one of the strands of our programme: Mentoring, Primary FOCUS or Secondary FOCUS – or you will take on a cross-centre role coordinating programmes across several centres. You’ll be liaising with students, teachers and volunteers to ensure your strand is a success and will take a lead on this in your team.

Team-building days and socials
The whole Into University network comes together twice a year for a team-building day in July and December. These days always end with a social – a great chance to celebrate the year’s achievements, catch up with colleagues from different centres and cities and take a break before preparing for the year ahead.

Throughout your first year
You’ll receive ongoing training and support. You’ll have regular meetings with your teams, as well as colleagues across the network.

Year 2

Becoming a Senior Education Worker
After completing Year 1 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 such as taking a lead on training volunteers or developing our educational partnerships.

Further training opportunities
Our Aspiring Leaders training sets you on the path to becoming a more effective and confident leader. The course explores different styles of leadership and gives you the opportunity to consider your own leadership profile. It is one of our most popular training programmes.

On our Management Training, you’ll have the opportunity to gain a deeper understanding of different functions of the charity including management of finance, fundraising and impact measurement.

What our staff think
‘I’ve really enjoyed the training programme so far – it’s great having the chance to catch up with your cohort again.’
Kate O’Hagan, August 2015 cohort, Nottingham East centre

‘I have made lots of really good friends at Into University – there’s a very positive and supportive culture.’
Amos Waterman-Collins, January 2016 cohort, Cross Centre

Your ongoing career development
As we’re an expanding organisation, new job roles and promotions are regularly available.
You might want to apply for a Team Leader role, where you’ll run your own centre, line-managing your team and making sure your centre meets its targets.
Some of our delivery staff have taken up roles at our Head Office team, allowing them to gain experience in an entirely different area of the charity.
You don’t need to wait until you complete the Graduate Scheme to apply for promotions – if we advertise a role and you meet the criteria, your application will be welcomed.

Our Graduate Scheme places are permanent job offers, so you are guaranteed a job with us after you finish the scheme.
About you

If you’re excited about working with children and young people of all ages then our Graduate Scheme can help you build the skills you need to become a leader in the field.

Are you someone who has a positive outlook on work and life?
We need people to be aspirational role models to our young people.

Are you someone who is hard working and has the commitment to see things through?
Sometimes our Graduate Scheme can be tough, but it’s always incredibly rewarding for both you and our young people. Providing a consistent adult presence in their lives is a crucial part of our programme of support.

Are you someone who is imaginative and likes to use creativity in your work?
We need people who can make learning come alive for our young people.

Are you someone who is good at relating to people?
We need people who can connect with our students and provide pastoral as well as academic support.

Are you someone who wants to see a change take place in the world?
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.

What our staff think

After you’ve finished your initial training you’re given responsibility from day one with your own strand to manage. It really makes you feel like part of the team and allows you to get stuck in straight away.

David Horner, August 2015 cohort, East Ham centre
Why did you choose to join the IntoUniversity Graduate Scheme?
I joined because I wanted to work with a charity that had a fantastic training programme that would help me gain valuable skills and experiences, shaping my future career.

What has been a highlight of your time at IntoUniversity so far?
After working with a Year 6 class for a week we always hold a ‘graduation’ at a university to celebrate the students’ achievements. In front of their parents and teachers, they give presentations about their future aspirations. Handing out certificates to the sound of cheering parents, and seeing students’ new-found optimism and excitement about their futures – that’s definitely a highlight for me.

What is day-to-day life like working in an IntoUniversity centre?
Variety! One moment I’m having a meeting with a primary school and within a few hours I’ll be in a secondary school delivering a workshop to a group of Year 12s before heading back to centre to support students at after-school Academic Support.

What are you most looking forward to over the next academic year?
I can’t wait to see our Year 13 students head off to university. They’ve worked so hard to get to this point and I know that they’ll continue to excel once they leave school.

How would you sum up IntoUniversity in three words?
• Influential
• Essential
• Fantastic
Ellie Mortimer
Doctorate in Educational Psychology at the University of Bristol

Previously:
Senior Education Worker, January 2012 cohort, Brent centre

Why did you choose to join the IntoUniversity Graduate Scheme?
I left university with a degree in Psychology in 2011 and knew I wanted to work with children and young people. I found out about IntoUniversity and immediately felt passionately about the charity’s mission. For me, the huge potential to help change lives through joining IntoUniversity was really exciting.

What was a highlight of working for IntoUniversity?
I really valued the long-term relationships I developed with young people and their families in the local community. It was an amazing experience to support young people educationally but also emotionally and see them grow as they achieved their own amazing experiences to support young people educationally but also emotionally and see them grow as they achieved their own experiences prepared me so well for my current role: IntoUniversity developed my understanding of the way in which different school systems work and the potential pressures on schools, parents and carers. I managed different projects simultaneously, worked closely with the national curriculum, delivered presentations and training and was given ownership over my own learning – all of these skills have been invaluable in my new role.

What was day-to-day life like working in an IntoUniversity centre?
It’s going to sound very clichéd when I say it, but no two days were the same at IntoUniversity! I had the opportunity to work with so many different young people, with a fun, creative and supportive staff team who made every day brilliant. The varied nature of the role is what made it so enjoyable. On a Monday I might be delivering a workshop to Year 7 students about how best to approach their homework and on Tuesday, talking to a Year 13 student about their personal statement and plans for the future.

What are you doing now and how do you think your experience at IntoUniversity has prepared you for this?
I am currently studying for a doctorate in Educational Psychology at the University of Bristol. When I finish I’ll be a qualified Educational Psychologist working in schools and the community to enhance the learning of children and young people. My IntoUniversity experiences prepared me so well for my current role: IntoUniversity developed my understanding of the way in which different school systems work and the potential pressures on schools, parents and carers. I managed different projects simultaneously, worked closely with the national curriculum, delivered presentations and training and was given ownership over my own learning – all of these skills have been invaluable in my new role.

How would you sum up IntoUniversity in three words?
• Positive
• Passionate
• Life-changing

Paul Wiggins
Widening Participation Outreach Co-Ordinator, University of Sussex

Previously:
Centre Leader, August 2008 cohort, Brent centre

Why did you choose to join the IntoUniversity Graduate Scheme?
When I joined IntoUniversity it was one of only three charities that offered a Graduate Scheme – I was attracted by the opportunity to get lots of training and support whilst I was still quite fresh out of university. I was also interested in social justice, education and doing grassroots work with young people so IntoUniversity ticked lots of boxes for me.

What was a highlight of working for IntoUniversity?
I feel I achieved a lot whilst at IntoUniversity, setting up some new programmes whilst the charity was expanding into new areas and gaining promotions to roles with more responsibility. But it’s the relationships I built with young people and their families that were most rewarding. A couple of particular moments stand out as being a real privilege to be involved in. Taking young people who had never left their borough on a weekend away to Edinburgh was amazing, as was helping one young man turn around his behaviour over the course of a year so he went from being on the point of exclusion to someone whose attitude and actions made his mum very proud.

What is your current role?
I work for the Widening Participation Team at the University of Sussex. I’m responsible for a team of 60 ambassadors whom I recruit, train and manage. They give campus tours, deliver taster lectures and go out to schools to deliver assemblies. IntoUniversity was fantastic preparation for what I’m doing now as I gained experience of recruitment and selection, managing student volunteers and planning and delivering training sessions.

What are you doing now and how do you think your experience at IntoUniversity has prepared you for this?
I feel I achieved a lot whilst at IntoUniversity, setting up some new programmes whilst the charity was expanding into new areas and gaining promotions to roles with more responsibility. But it’s the relationships I built with young people and their families that were most rewarding. A couple of particular moments stand out as being a real privilege to be involved in. Taking young people who had never left their borough on a weekend away to Edinburgh was amazing, as was helping one young man turn around his behaviour over the course of a year so he went from being on the point of exclusion to someone whose attitude and actions made his mum very proud.

What was day-to-day life like working in an IntoUniversity centre?
Busy, busy, busy! There’s not a typical day at IntoUniversity but you are always busy, always challenged and always stimulated.

What are you doing now and how do you think your experience at IntoUniversity has prepared you for this?
I work for the Widening Participation Team at the University of Sussex. I’m responsible for a team of 60 ambassadors whom I recruit, train and manage. They give campus tours, deliver taster lectures and go out to schools to deliver assemblies. IntoUniversity was fantastic preparation for what I’m doing now as I gained experience of recruitment and selection, managing student volunteers and planning and delivering training sessions.

What are you doing now and how do you think your experience at IntoUniversity has prepared you for this?
I feel I achieved a lot whilst at IntoUniversity, setting up some new programmes whilst the charity was expanding into new areas and gaining promotions to roles with more responsibility. But it’s the relationships I built with young people and their families that were most rewarding. A couple of particular moments stand out as being a real privilege to be involved in. Taking young people who had never left their borough on a weekend away to Edinburgh was amazing, as was helping one young man turn around his behaviour over the course of a year so he went from being on the point of exclusion to someone whose attitude and actions made his mum very proud.

What are you doing now and how do you think your experience at IntoUniversity has prepared you for this?
I feel I achieved a lot whilst at IntoUniversity, setting up some new programmes whilst the charity was expanding into new areas and gaining promotions to roles with more responsibility. But it’s the relationships I built with young people and their families that were most rewarding. A couple of particular moments stand out as being a real privilege to be involved in. Taking young people who had never left their borough on a weekend away to Edinburgh was amazing, as was helping one young man turn around his behaviour over the course of a year so he went from being on the point of exclusion to someone whose attitude and actions made his mum very proud.
Why did you choose to join the Into University Graduate Scheme?
When I graduated from university I was looking for a job in the third sector or in the field of education. I was really excited when I read about Into University as it combined my interests in both sectors and the mission of the charity resonated with me straight away.

How has your career progressed at Into University?
I’ve been so lucky to benefit from the staff development opportunities and career progression that Into University has offered me. The charity has a fast-changing culture with a strong focus on promotion. This has enabled me to progress my career rapidly in the organisation. Since I joined the Graduate Scheme, I’ve set up a centre, managed a cluster, and am now a member of the Senior Management Team, where I look after the day-to-day operations and strategic development of all the London centres.

What has been a highlight of your time at Into University so far?
Wow, that’s a really hard question to answer as there have been so many highlights – I could mention all the amazing centre launches I have attended, the annual Mentoring Graduation celebrations or Primary FOCUS graduations. I have had the privilege to be a part of... but, for me it has to be our inspirational young people. When I go back to visit the Haringey and Hammersmith centres and see the young people I used to work with I’m so impressed by them; they’ve grown up into mature young people keen to tell me what they’re learning at secondary school and what career goals they are working towards. It’s great to see the long-term relationship the young people have built with Into University and how it is helping shape their pathways for the future.

How would you sum up Into University in three words?
• Amazing
• Young
• People

We were hugely impressed by Into University’s success in encouraging aspiration in young people from the age of 7 and in supporting them throughout their time at school to achieve their ambition of going to university. Their results are impressive – 80% of their school leavers go onto university. It’s an effective model, with excellent management and strong relationships with their donors.”

Sarah Disney, Corporate Development Manager, University of Leeds
How and when to apply
We recruit for our Graduate Scheme in the autumn and again in the spring although the exact dates vary year to year and will depend on which city or cities you would like to work in. If you are interested in our Graduate Scheme you should register your interest using the form found on the Graduate Scheme section of our website. Once you’re registered you’ll get an email from us when applications next open in your chosen area.

Location
We have centres in a number of cities, have a look on our website to see all of the locations. We don’t always have vacancies in all cities every year but it will be clear on the job advert which cities are available.

Salary
Your salary will depend on a number of factors. We have a pay review each year to ensure that our salaries are competitive and are enabling us to attract the best graduates. The salary for your chosen recruitment round will be in the job description.

Minimum requirements:
• A genuine commitment to working with disadvantaged children and young people to help them change their lives for the better
• A 2:1 undergraduate degree (completed within the past five years) or a PGCE in addition to a 2:2 undergraduate degree (completed within the past five years)
• At least grade C in GCSE Maths and English (or equivalent)
• Some experience of working or volunteering with children and/or young people
• Be eligible to live and work in the UK for at least two years from the scheme’s start date. Unfortunately we are unable to sponsor visa applications.

What our staff think
‘I love being able to work with such a range of students, from seven year olds right through to 18 year old university applicants. That variety makes work so interesting!’
Chloe Lewis, August 2015 cohort, Oxford South East centre

‘Working with the students is fantastic. They are enthusiastic and lively and can always make you laugh.’
Laura McGregor, January 2016 cohort, Leeds South centre

‘I feel very supported at IntoUniversity – there are always opportunities to be inspired and develop professionally.’
Yasmine Ali, August 2015 cohort, Hammersmith centre

‘The Graduate Scheme is an excellent route through which participants can gain training and hands-on experience with IntoUniversity. By embarking on this programme, candidates can ensure that they are building the skills they require as Education Workers and developing widely transferable skills that will assist them in other careers. Nomura places great value on strong communication skills, adaptability and high levels of motivation, all of which are aligned with the abilities developed on this scheme.’
Charlotte Edgeworth, Head of Community Affairs, Nomura
‘IntoUniversity enables and empowers youngsters to have a vision for their life-long learning beyond school. It encourages young school children to think about higher education from a very early age.

The programme – in which Christ Church is proud to be taking a leading role in the city of Oxford – offers pioneering teaching and mentoring for some of the most challenged communities within our city.

We are delighted to be engaged in this work of development.’

The Very Revd Prof. Martyn Percy, Dean of Christ Church, Oxford

Awards and Accreditations

Quality in Study Support (QiSS) Advanced Status 2016
Winner of CASE Silver Circle of Excellence Award 2016 with University of Leeds
Winner of Better Society Awards 2016 as national charity partner of UBS
OCN London Quality Mark recipient 2016
Shortlisted for Lord Mayor’s Dragon Awards 2016 with UBS
NCVO Mentoring and Befriending Approved Provider Standard 2016
Times Higher Education Awards charity partner 2015
Charity of the Year at Charity Times Awards 2015
Shortlisted for The Charity Awards 2015
Highly Commended at the Charity Times Awards 2014
Commended for Widening Access Initiative of the Year at NEON Awards 2014
Shortlisted for the Children and Young People Now Awards 2013
Times Higher Education Leadership & Management Awards Charity Partner 2013
LSE Voluntary Organisation of the Year 2013
London Education Partnership Award 2012
Charity Principal of the Year at the Charity Times Awards 2011
Winner of the Children and Young People Now Learning Award 2011
Prince William and Kate Middleton Royal Wedding Fund recipients 2011
The Guardian Christmas Charity Appeal 2010
Charity of the Year at Charity Times Awards 2010
Centre for Social Justice Award 2010
If you would like to find out more please visit our website www.intouniversity.org, call us on 020 7243 0242 or email jobs@intouniversity.org

IntoUniversity Head Office
95 Sirdar Road, London, W11 4EQ