

Set-up & Strategy Coordinator



Thank you for your interest in working with us.

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 owing to economic, social, cultural, or linguistic disadvantage. We currently have 24 centres across the country and have ambitious plans for several more, including new centres in Manchester and Weston Super Mare which are launching next year.

We are looking for a high-calibre graduate to join our team as our Set-up and Strategy Coordinator to provide critical support in a period of rapid growth. You will be identifying and researching sites for potential new **Into**University centres and will take the lead on their initial set-up. You'll be meeting with university partners, architects and other stakeholders to research new areas and conduct feasibility studies. You'll also play a pivotal role in the development of our staff team as the coordinator of the charity's internal training programmes. The role will give you a fantastic insight into the charity across a broad range of areas – from operational support to strategic development.

The role is exciting, challenging and varied. You will have a minimum 2.1 degree alongside excellent written and oral communication skills and will be happy to commit to the Set-up and Strategy Coordinator role for at least two years.

You will be able to multi-task and to monitor multiple projects simultaneously. An ability to see the bigger picture will be integral. You will work with a wide range of our stakeholders, taking a professional yet friendly. Flexibility, great analytical and research skills and the ability to multi-task are all also necessary for your day-to-day routine.

Crucially, you will also have a genuine passion for the mission and values of **Into**University. Our aim as a charity is to become the pre-eminent provider of widening participation services in the UK and we are looking for people who will be committed to helping us to achieve that goal. 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.

If you think that you have the qualities we are looking for and you want to work with us to bring about positive change for many of the UK's most disadvantaged young people, then we would be delighted to receive an application from you. We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **Into**University.

Thank you very much for your interest in this post and the ongoing development of our charity.

A handwritten signature in black ink that reads "Rachel Carr".

Dr Rachel Carr
Chief Executive and Co-Founder

How to apply

The first stage is to send your CV, and a covering letter explaining how you meet the requirements of the post, to jobs@intouniversity.org by **9am** on **4th December 2017**. We will consider all applications submitted before the close date and invite successful candidates to a selection day which will take place on **11th December 2017** at our Head Office in North Kensington.

Please send your CV and covering letter in either a Microsoft Word or a PDF document, saved as your name and the post you are applying for.

Rate of pay

For a recent graduate, the starting salary would be £21,600 (including £600 London contribution) plus employer's pension contribution at 5%.

For an experienced candidate, we would discuss a salary up to £24,450 (including £600 London contribution) plus employer's pension contribution at 5%.

Progression

For a recent graduate, after 6 months in post, following successful completion of a probationary period, you will receive a pay increase. After completing your first 12 months of service, you will be eligible to apply for promotion which, if successful, will result in a pay increase to £24,450.

There may be further opportunities for promotion to managerial level.

At a glance

£21,600-£24,450 per annum
(dependent on experience) inc. a £600 London contribution

8th Jan 18 start date

25 days' holiday

+ bank holidays
+ up to 5 extra days at Christmas
+ additional length of service entitlement

Post based at:

IntoUniversity Head Office
95 Sirdar Road
London
W11 4EQ

9am – 5:30pm

Some additional weekend and unsocial hours will be required.

4th Dec
2017

Application
deadline

11th Dec
2017

Selection day

8th Jan
2018

Start date

For more information, contact

Benjamin Hunt

HR Advisor

Email: jobs@intouniversity.org

Telephone: 020 7243 0242

Who are we looking for?

The applicant must:

- Have completed an undergraduate degree to a 2.1 or higher level
- Be passionate about the work we do and willing to ensure the ethos and values of the charity are maintained
- Take pride in being supremely efficient and organised as well as display excellent and thorough research skills, being able to quickly identify patterns and issues
- Be able to analyse and summarise information clearly and accurately and have the ability to present information in a range of formats including written reports, minutes, spread sheets, diagrams and graphs
- Enjoy solving problems and seeking varied solutions
- Have the ability to motivate and organise others
- Be self-motivated and have the ability to work flexibly, including occasional travel across the country and overnight stays
- Be highly resourceful and able to learn very quickly
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from busy primary school teachers to Trustees, members of the local community and university partners
- Have exceptional written communication skills and be an excellent proof-reader
- Be highly computer literate, conversant with Microsoft Word and Excel, ideally with experience of using databases, and able quickly to learn how our Salesforce database functions
- Be able to work very effectively under pressure, meet tight deadlines and pay excellent attention to detail as well as having an eye for the broader strategic needs of the charity
- Be ready to roll up her/his sleeves as part of a small team, assisting in a variety of other tasks when required

What will my main duties be?

- To work with the Senior Management Team to identify and research universities and/or other organisations and agencies the charity might partner with to scale up its provision. This will include producing accurate, detailed and analytical materials and reports to enable decisions to be made regarding the feasibility of new sites and locations
- To carry out the two-stage feasibility process to assess the viability of opening in specific new locations, including: meeting with university widening participation teams, liaising with City Councils, mapping school provision, assessing transport, researching and analysing local data, identifying corporate and other local partners, writing and carrying out stakeholder surveys, and producing initial and then full feasibility studies
- To lead on the initial set-up stage of opening new IntoUniversity centres including locating and deciding upon suitable buildings, liaising with universities and potential landlords, making links with local schools, working on partnership agreements, identifying local funders and reporting to the SMT/Trustees
- Liaising with architects, suppliers, builders, lawyers and other professionals and taking a lead on ordering supplies and obtaining competitive quotes with regards to the set-up of a new centre
- To work with the Director of Regional Operations and Cluster Managers to develop effective and sustainable links with new partners including schools, universities, and other voluntary sector bodies
- To provide executive, administrative support to the SMT in relation to scale-up, including arranging visits for the SMT and Trustees, producing reports and attending meetings
- To work with the Communications Manager to support launch events of new centres
- To play the lead role in assisting with the running and development of the charity's training programmes, working with the Director of Regional Operations in organising the charity's existing and new training programmes. This will include booking venues, organising resources, keeping records of staff training, and producing training timetables
- To work with the Director of Regional Operations to seek out new training opportunities for staff and to review our current training materials annually
- To work with the rest of the Head Office team to provide executive support to the SMT in relation to the general smooth running of the charity
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post