

IntoUniversity Regional Operations Manager

Nottingham and Peterborough

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** 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. We have thirty-nine centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

We are looking for a high-calibre candidate to take on the role of Regional Operations Manager for our centres in Nottingham and Peterborough. As a Regional Operations Manager you will line manage the Centre Leaders in your cluster to ensure that centres are working effectively, that the high quality of programme delivery to young people is maintained across the cluster, and that targets are monitored and met. And of course, you will need to have a genuine passion and enthusiasm for working with young people and helping them achieve their ambitions.

As a charity with social mobility as its core objective, IntoUniversity 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 **IntoUniversity**.

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.

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

The role at a glance



The role at a glance

Contract

Full-time

Start date

As soon as possible, to be agreed with the candidate

Working hours

9:30am – 6:00pm
Monday to Friday

(Some additional weekend & unsocial hours will be required)

Management

The postholder will be managed by the Head of Programme Delivery and Operations – North of England and East Midlands

Salary

£36,000 per annum

Location

At one of the **Into**University centres in either Nottingham and Peterborough

Annual leave

33 days (inc bank & public holidays)
+ additional 2 closure days in December
+ additional length of service entitlement (one day per year of service, up to 5 days)

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
- Corporate eyecare scheme

Key dates

We will be assessing applications on a rolling basis and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.

Vetting and training

Safer recruitment

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 in England, and to a PVG scheme membership check if selected for this role in Scotland. 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](#) and full details of Disclosure Scotland's code of practice [here](#).



What training will I receive?

You will begin with a blend of formal induction training and on-the-job training when you take up the role in order to learn everything you need to prepare you for leading an IntoUniversity centre.

During your employment 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 own leadership profile.

Application and selection process



Application and selection process

The first stage is to complete our application form [here](#) as soon as possible.

Please note that we will be assessing applications on a rolling basis and we reserve the right to recruit earlier, so please submit your application as soon as possible.

You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, why you'd like to work for **Into**University, 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).

We will invite all shortlisted candidates to an interview.

We will also ask you to complete a short exercise to assess your organisational and written communication skills.

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 or call 0207 243 0242 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>



**Who are we
looking for?**



Who are we looking for?

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 enjoys motivating others by reinforcing their self-belief? We need staff who will believe in our young people and support them to succeed. You will also actively support the professional development of your team members.

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? You will have a growth mindset and will be able to reflect on how to develop yourself as well as encourage others to consistently deliver to a high standard. You will also have highly effective organisational and time management skills.

Compassion:

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

Are you someone who is kind and supportive of others? We need leaders who can motivate and interact positively with children and young people as well as with colleagues and stakeholders. You will be attuned to the pastoral needs of our students alongside supporting their learning and will you be able to model effective positive behaviour management in classroom settings. You will also manage members of staff and volunteers compassionately and constructively.

Aspiration:

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

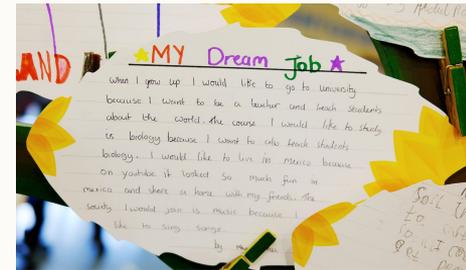
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the **IntoUniversity** programme to a range of audiences.

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 and we want people with the vision and drive to help us make that a reality.

You will be supportive of colleagues, students and stakeholders and committed to building an inclusive culture in which everyone is valued for the unique people they are.



Eligibility criteria, qualifications and experience

Eligibility Criteria:

- Have a minimum of three years' full-time paid or voluntary experience working with children and young people, or working on curriculum or programme development (or a combination of both)
- Have a minimum of one year's experience of people management and/or high-level project management; for example, a qualified teacher might have experience leading a subject stream or holding a whole-school responsibility

Qualifications:

- Have completed an undergraduate degree to a 2.2 or higher level
- Have achieved a grade C/ grade 4 or higher in GCSE Maths and English/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).

Experience:

- Have experience of safeguarding young people and implementing safeguarding practice in an educational setting
- Be able to apply knowledge of the college system, F.E. and H.E. (e.g. UCAS applications) to help young people decide about their futures; and have knowledge of national developments in H.E. and their impact on young people traditionally underrepresented in H.E
- Have experience of confidently negotiating with a variety of stakeholders, for example head teachers, funders and universities
- Ideally have previous experience of managing teams
- Ideally have previous experience of managing multiple projects



The main duties of the role



What will my main duties be?

- To ensure that the ethos and values of the charity are maintained in your cluster of **Into**University centres;
- To act as direct line-manager for the Centre Leaders in your cluster;
- To ensure that each Centre Leader has an individual package of support agreed based on their professional development needs;
- To ensure that all centres in your cluster are working effectively and delivering the service specified in the organisation's delivery plan and that targets are monitored and met;
- To support the Centre Leaders in your cluster to recruit children and young people to all strands of the programme;
- To support the Centre Leaders in your cluster to plan project delivery over the academic year and to liaise with existing schools and other partner bodies;
- To support the Centre Leaders in your cluster in strengthening links with other agencies (e.g. corporates, schools, universities, and other voluntary sector bodies), attending meetings, making partnerships, regularly reviewing existing partnerships;
- To take responsibility (with support from the Assistant Director of Operations and Senior Leadership Team) for managing university partnerships in your cluster;
- To support the Centre Leaders in your cluster to ensure that the high quality of the educational programme is maintained, targets are reached and that the pastoral needs of the children and young people are met at each centre;
- To support the Centre Leaders in your cluster to oversee the day-to-day running of the education centres;
- To support the Centre Leaders in your cluster to ensure that all delivery staff are properly managed and supported, and that specific training and development needs across the network and at individual centres are met;
- To play an active role in the delivery of the education programme across the cluster and provide cover support when required;
- To support the Centre Leaders in your cluster to ensure that staff performance is thoroughly reviewed through the probationary and appraisal systems and that issues of underperformance are identified at an early stage and addressed swiftly and appropriately;
- To ensure that the operating costs at each centre in your cluster are keeping within budget and that centres are allocating resources carefully;
- To work with the facilities team to take responsibility for Health and Safety at the centres in your cluster;
- To work with the Safeguarding Team to ensure all safeguarding procedures and policies are implemented correctly in the centres in your cluster;

What will my main duties be? (continued)

- To support the SMT with the full process of the recruitment of Graduate Education Workers including assessing application forms, assisting with selection days, inputting into shortlisting candidates and playing a full part in developing and delivering the graduate training programme;
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection, Health & Safety and Working with Vulnerable Groups and undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post;
- To support the Centre Leaders in the day-to-day financial management of the centres;
- To report to the SMT and Trustees on the work and performance of the centres in your cluster;
- To work closely with members of the **Into**University Fundraising Team to manage annual reporting to university partners.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Get in touch

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

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