

IntoUniversity Office Manager and Executive Assistant

London

July 2023

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive
& 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. From Autumn 2023, we will have forty-one 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 join as Office Manager and Executive Assistant. You will be the main point of contact for our Senior Management Team, Trustee Board and Advisory Panel members and have the inside track on how the charity plans and implements both its strategic growth and its day-to-day operations.

The role is **challenging and varied**. You will work with a wide range of our stakeholders, both internally and externally, taking a professional yet friendly approach – you will have strong interpersonal and communication skills. You will have excellent organisational and analytical skills and be able to demonstrate meticulous attention to detail, excellent written skills and will be highly efficient. You will be able to gain the respect required to act as **the voice of the CEO**.

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**.

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 signature is fluid and cursive, with a long, sweeping underline.

Please contact jobs@intouniversity.org for more information

The role at a glance



The role at a glance

Contract

Permanent

Start date

As soon as possible, to be agreed with the candidate

Working hours

22.5 to 30 hours per week (precise hours to be agreed with candidate). Open to both year-round and term time-only roles.

Role is mainly office-based, with opportunity to work from home on approximately 20% of working days.

Salary

£36,000 per annum pro rata (inclusive of £2,200 London contribution) based on full-time equivalent of 37.5 hours

Location

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

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)

The leave above is the full-time allowance, which will be pro-rated for part-time staff

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
- Employer pension contributions of 5% (risi)

Application deadline

There is not a fixed deadline. Instead, we will be assessing applications on a rolling basis and will appoint when we have found the right candidate, so please submit your application as soon as possible.

Safer recruitment

Please note that in line with our Safer Recruitment practices, the successful candidate will be subject to reference requests, safer recruitment checks and will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check.

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](#).



Please contact jobs@intouniversity.org for more information

Application and selection process



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

We will be processing applications on a rolling basis, so please submit your application early to avoid disappointment.

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 **IntoUniversity**, 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).
3. Answer some short questions reflecting upon how you have demonstrated the **IntoUniversity** values of Talent, Quality, Compassion, Aspiration and Teamwork.

We will invite shortlisted candidates to attend an interview. We will also ask you to complete a short exercise on the day to assess your organisational and written communication skills.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check.

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](#).

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?

You will take pride in being supremely efficient and very well organised, and you will actively and successfully seek solutions to problems.

You will have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from new staff members to Trustees and university partners

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 bringing out the best in yourself and others? We need staff who will support others to succeed and who are ambitious to enhance their own professional development.

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 take pride in being efficient in all aspects of your EA work. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You'll be meticulous, organised and have excellent attention to detail in order to produce high quality work to tight deadlines.

Compassion:

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

Are you someone who is kind and supportive of others? We are looking for an Executive Assistant who can motivate and interact positively with colleagues and stakeholders.

Aspiration:

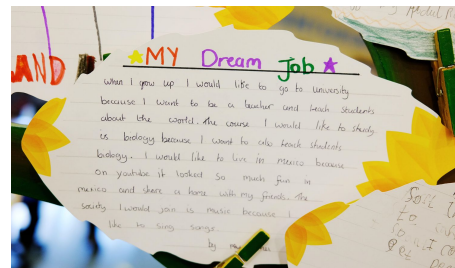
At **IntoUniversity**, we behave aspirationally and positively

Are you someone who has a positive outlook? You will be self-motivated with a positive attitude and have the ability to work flexibly. You will need excellent communication skills to interact positively and professionally with our staff members, trustees, and external parties.

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 your colleagues and the Senior Management Team as we work together to achieve this goal.



The main duties of the role



What will my main duties be?

- To provide and coordinate support to facilitate the leadership and decision-making roles of the CEO and Senior Management Team, including:
 - Providing diary management for the CEO and Senior Management Team
 - Organising internal and external meetings, including arrangement of travel and preparation of papers;
 - Executing administrative duties at the highest level, including managing time-critical, sensitive and/or confidential information.
 - To ensure that Senior Management time is deployed to best advantage, through effective diary coordination, executive administrative support, and ensuring guests of the Senior Management Team are looked after professionally.
 - To maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times.
- To attend, prepare agendas for and take minutes at meetings of key management committees and **IntoUniversity** staff forums.
- To work with the Senior Management Team to organise:
 - charity-wide events such as the annual staff conference, and three annual network-wide team days.
 - Duties include: creative input on themes/activities, other seminars, gatherings and events as required.
 - events, finding venues, liaising with speakers, managing catering arrangements, summarising and disseminating conclusions.
- To work with the Senior Management Team to ensure the smooth governance of the charity including:
 - collating papers for the Trustee Board, Advisory Panel, and other Board committees;
 - liaising with Trustees and Advisory Panel members;
 - supporting the CEO in making sure the decisions of the board are implemented;
 - keeping the Trustee handbook up to date;
 - supporting the induction of new Trustees and Advisory Panel members.
 - collating papers for the Trustee Board, Advisory Panel, and other Board committees;
 - organising and administering meetings, including taking and distributing minutes;
- To act as Office Manager in the charity's Head Office, ensuring that the office is well-maintained and office supplies are replenished, including liaison with the landlord and sister charity.
- To undertake a range of ad-hoc tasks, projects and responsibilities for members of the Senior Management Team in accordance with management requirements and organisational demands.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.

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

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



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