

# IntoUniversity

## Director of Programme Development and Impact

December 2024

IntoUniversity 



# Welcome from our CEO Dr Rachel Carr



**Dr Rachel Carr**  
Chief Executive

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO.

**We're an award-winning charity** running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

**As the UK's leading university access organisation**, our staff team is helping 56,000 young people each year at its 44 learning centres and extension projects across England and Scotland, and we plan to scale-up our provision to 50 centres over the coming years.

We are seeking a talented **Director of Programme Development and Impact**, fully committed to our widening participation cause, to join the Senior Leadership Team in an exciting and pivotal role for a growing and ambitious charity.

In your role, you will champion and evolve quality and impact across our network and programmes, and inspire our stakeholders through leading our university partnerships network. 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 member of our Senior Leadership Team you will also play an active and key role driving forward the broader objectives of the charity including its growth plans.

**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".

Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org) for more information

# The role at a glance



## The role at a glance

### Contract

This is a permanent role. This role can be either full-time or part-time (0.8 FTE) - responsibilities will be adjusted proportionally for part-time candidates.

### Start date

May 2025 (or as otherwise agreed)

### Working hours

Mon and Thurs: 09:30-18:00  
Tues, Weds, Fri: 09:00-17:30

We are a delivery organisation providing frontline educational services for young people. We are an organisation with team members at different stages of their career, including many in their first roles: We are committed to nurturing talent and providing a developmental culture for all. Our team works in-person 4 days per week (or 3 days for a 0.8 FTE staff member) with 1 day working from home.

### Location

The role would be based at one of **Into**University centres in Birmingham, Bristol, Coventry, Leeds, Liverpool, London, Manchester or Nottingham, with regular travel across the network and to our Head Office in London.

### Salary

£57,500.  
Plus additional London contribution of £2,600 for London-based candidates.  
Pro rata for part-time candidate.

### Annual leave

33 days (inc bank & public holidays)  
+ 3 closure days (two in December and one in July)  
+ additional length of service entitlement (one day per year of service, up to 5 days)

### Staff benefits

- Employer pension contributions of 6% (and up to 8% after two years)
- Year round 'early finish' Fridays at 4.30pm
- Employee Assistance Programme including access to medical and legal support
- Life Assurance scheme with AIG including SmartHealth service with access to 24/7 online GP appointments
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme
- Enhanced maternity, paternity, shared parental and adoption pay and sick pay allowances
- Staff in FOCUS – rewards, competitions and prizes across the year

### Key Dates

#### Application deadline

9am Monday 20th January 2025

#### Interview Day (in-person)

Friday 31st January 2025

Please ensure that you are available on this date.

# The main duties of the role



# Main duties of the role

- **The Director of Programme Development and Impact is a Senior Leadership Team position within the charity and reports into the Chief Operating Officer. The role will champion and evolve quality and impact across our network and programmes, and inspire our stakeholders through leading our university partnerships network.**

Key responsibilities include:

## Data, Impact & Learning

- Ensure **Into**University is learning from and responding to the external evidence base and emerging best practice in Widening Participation and broader impact measurement.
- Line manage the Head of Data and Impact to ensure that **Into**University's programmes are delivering maximum impact for children and young people, and that the **Into**University programme and Theory of Change are thoroughly embedded and evaluated.
- Work closely with the Head of Data and Impact to review our impact measurement and evaluation and develop new ways of reporting, demonstrating and communicating our impact.
- Work closely with the Director of Programme Delivery and Operations, ensure that learning from our impact and evaluation work is embedded into programmes and operations.
- Share insights from our evaluation and learning internally and externally.

## Student Opportunities

- Line manage the Head of Student Opportunities & ensure high-quality delivery of our Student Opportunities Offer.
- Lead the strategic development of our Student Opportunities, evolving our programmes and developing new ones in response to need and opportunity.
- Maintain, strengthen and build relationships with delivery partners and funders of our Student Opportunities work.

Our student opportunities offer includes our paid internships, oxbridge programme and art programme as well as our student ambassador and alumni networks.

## Programmes and Quality

- Line manage and support the Head of Programmes and Quality to lead strategic development of our programme, making recommendations for adaptations and improvements to enhance its effectiveness and impact.
- Through the Head of Programmes & Quality, ensure that **Into**University's quality frameworks are embedded and evolving in line with sector best practice.

# Main duties of the role

## Partnerships and Profile

- Lead our work on providing thought leadership within our university network; establishing the key strategic topics and leading engaging meetings and collaborations for partners.
- Speak regularly at conferences and events to share insights on our impact, programmes and quality

## Lead as a member of our Senior Leadership Team (SLT)

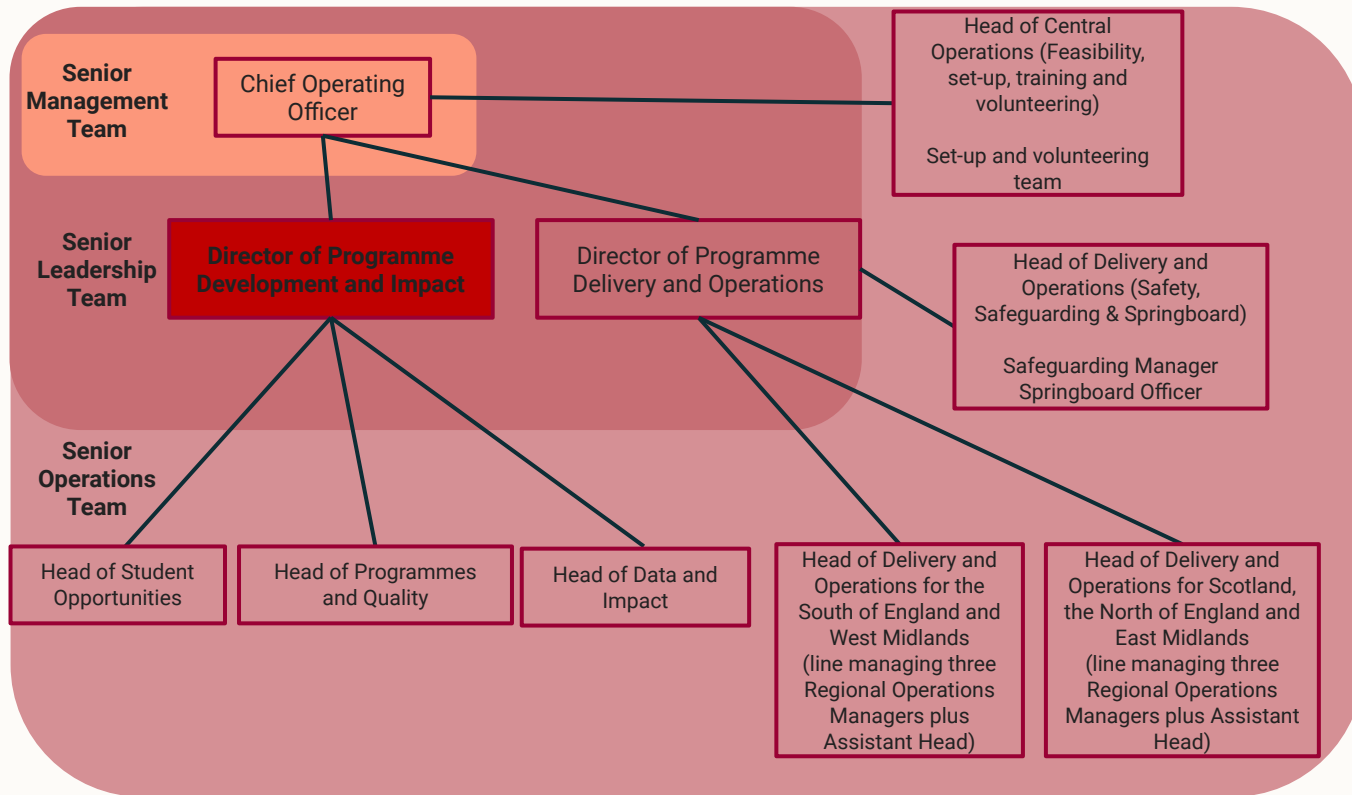
- Play a fully active role on the Senior Leadership Team in the general management of the charity, ranging from taking forward the charity's strategic planning through to responding to the unexpected and contributing to day-to-day decisions on operational and staffing matters

## Other duties

- Ensure the ethos, values and culture of the charity are maintained across all centres and staff teams, as well as playing a lead role in upholding and strengthening these values across the wider organisation
- Maintain a high support and high performance culture that ensures staff are well supported in their roles and there is a culture of continuous learning and development.
- Champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide and fully supporting with the implementation of the charity's Diversity and Inclusion Strategy
- Support with recruitment and onboarding of new staff across the charity including facilitating selection days, conducting interviews and facilitating training sessions.
- 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.
- Take on specific projects for the charity as appropriate, supporting the work of **Into**University in any other reasonable ways at the request of the Chief Executive and/or Trustees

# IntoUniversity Senior Operations

IntoUniversity  
Senior Operations





Who are we  
looking for?



# Who we are looking for - demonstrating 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. 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?** You will have an authentic belief in and understanding of the importance of our mission to the communities and young people we serve and its impact on wider society. We need senior managers who display a compassionate and thoughtful approach in all aspects of their role.

## Aspiration:

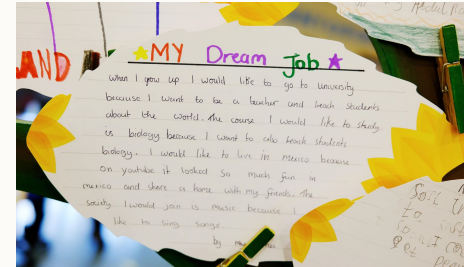
At **IntoUniversity**, we behave aspirationally and positively

**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 work collegiately with colleagues and will maintain a high-support and high-performance ethos that ensures everyone can achieve in their roles and that there is a team culture of ongoing learning and development. You will also be happy to be hands-on and ready to roll your sleeves up for the team when needed.



# Who we are looking for - your experience and expertise

We are looking for a candidate who has **demonstrable experience in programme development, partnerships and impact** and is excited by the challenge of driving impact and quality at INTOUniversity.

## Experience & Knowledge:

- Demonstrate a strategic understanding of the Widening Participation context and higher education outcomes for young people facing disadvantage.
- Be highly skilled at overseeing the development and delivery of programmes for young people, including theory of change, quality assurance and evaluation.
- Demonstrate a strategic understanding of impact measurement approaches and best practice.
- Be highly skilled at team management, people management and high-level project management.
- Demonstrate experience of effective stakeholder management, ideally including corporate partnerships and university stakeholders.
- Demonstrate experience of sharing learning from research and impact to external audiences.

## Qualifications:

- Have completed an undergraduate degree to a 2.2 or higher level

## Qualities:

- A dedicated team player and people leader - with experience of managing managers who can inspire, shape and develop teams comprising a mix of staff at different stages of their careers.
- Strong analytical capability, and the ability to translate insights to accessibly inform and inspire others.
- A compelling communicator, explaining complex concepts to a wide and varied range of audiences in person and in writing



# Application and selection process



# Application and selection process

Please complete our application form [here](#) by **9am on Monday 20th January 2025**.

You will be asked to upload:

1. A covering letter that sets out why you think this opportunity is the right move for you and, with reference to the criteria set out on the previous slides, how your, talents, skills, experience and ethos make you the ideal candidate for this role.
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).

**We will invite shortlisted candidates to attend interviews with our Chief Programmes Officer and Chief Operating Officer.**

**Interviews are planned for Friday 31st January 2025. These will be in person at our Head Office in London.**

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](mailto: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>



# Get in touch

If you would like to find out more  
please visit our website [www.intouniversity.org](http://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

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

**IntoUniversity** 

Registered Charity No. 1118525 (England and Wales) SC049776  
(Scotland) Company Registration No. 6019150

