

IntoUniversity Head of Programmes & Quality

February 2025

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 **Head of Programmes and Quality**, fully committed to our widening participation cause, to join our Senior Operations Team. The postholder will be responsible for developing and implementing strategies to ensure that our programmes remain high-quality, impactful and aligned with emerging best practice.

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".

Please contact 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 the INTOUniversity 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

£43,500
Plus additional London contribution of £2,600 for London-based candidates.
Pro rata for part-time candidate.

Annual leave

Full-time staff entitlement, pro-rated for part-time staff:
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
- Summer working hours (finish at 1pm on Fridays for six weeks in the summer), pro-rated for staff joining after January in the same year
- Employee Assistance Programme including access to wellbeing and legal support
- Life Assurance scheme with Aviva 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 24th
February 2025

Interview Day (in-person)

Wednesday 5th
March 2025

Please ensure that
you are available on
this date.

The main duties of the role



Overview of the role

Job Purpose

The postholder will be responsible for, and have strategic oversight of, the design, development and evaluation of the **Into**University programme. The **Into**University programme comprises of three main strands: Academic Support; the FOCUS programme (primary, secondary and cross-centre programmes) and Mentoring.

Programme design, development and evaluation

- To act as the senior member of staff leading on the design, creation and development of our programmes with support from the Senior Operations Team*
- To ensure that the ethos and values of the charity are maintained across **Into**University programmes and in the learning materials that are created
- To lead on the strategic development of the **Into**University programme, making recommendations for adaptations and improvements to enhance its effectiveness and impact
- To ensure the strands of the **Into**University programme compliment one another and work as a package to effectively support students and meet the aims of the organisation
- To work with the Head of Diversity and Inclusion and Senior Operations Team to ensure the programme design and learning resources are diverse and inclusive and are representative of our student body and the communities in which we work
- To direct and support the staff members across the network that have responsibility for Additional Support for Learning to ensure learning materials are accessible for all students

- To work closely with Senior Operations Team to develop the organisation's theory of change and take forward the work that has begun on codifying the programmes
- To take a lead role in consolidating the expected outcomes for each of our programme strands and working with the Data and Impact Team to build this into evaluation frameworks and into programme design
- To develop thorough and robust ways to structure annual programme review cycles and 'deep dive' evaluations into particular areas of the **Into**University programme
- To guide the development of the **Into**University programme based on the Theory of Change and support the wider staff team to design, create and adapt stimulating learning resources and curriculum materials
- To work closely with **Into**University's Data and Impact Team and the Senior Operations Team to develop new processes for reviewing and evaluating the effectiveness of our programmes
- To produce reports and updates about the development of, and success of the **Into**University programme to the Senior Management Team and Trustee Board as required
- To work closely with **Into**University's Communications Team to review and develop our programme literature for schools, universities and other key stakeholders

**Our Senior Operations Team includes Heads of, and senior leaders from across our Programmes and Operations department.*

What will my main duties be? (continued)

Quality

- To take full responsibility, working with the support of centre staff and Heads of Strand to ensure that the high quality of the programme is maintained and that the pastoral needs of the children and young people are met
- To work closely with the *Developing Excellence in Delivery Team* to support with training, systems and processes that support the monitoring of quality across the network (e.g. conducting classroom observations and providing teams with developmental feedback)
- To be the senior lead for developing ways to capture programme design and delivery choices in a systematic way and develop our knowledge management systems
- To become the organisational expert on educational pedagogy and theory including metacognition and oracy and keep up-to-date with new research that could inform our programme design and delivery
- To develop our systems and structures to support the sharing of best practice across the network and ensuring we are efficient in our resource creation (avoiding duplication)
- To operate in line with our Safeguarding policies and procedures at all times.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection Act, Health & Safety and Working with Vulnerable Groups

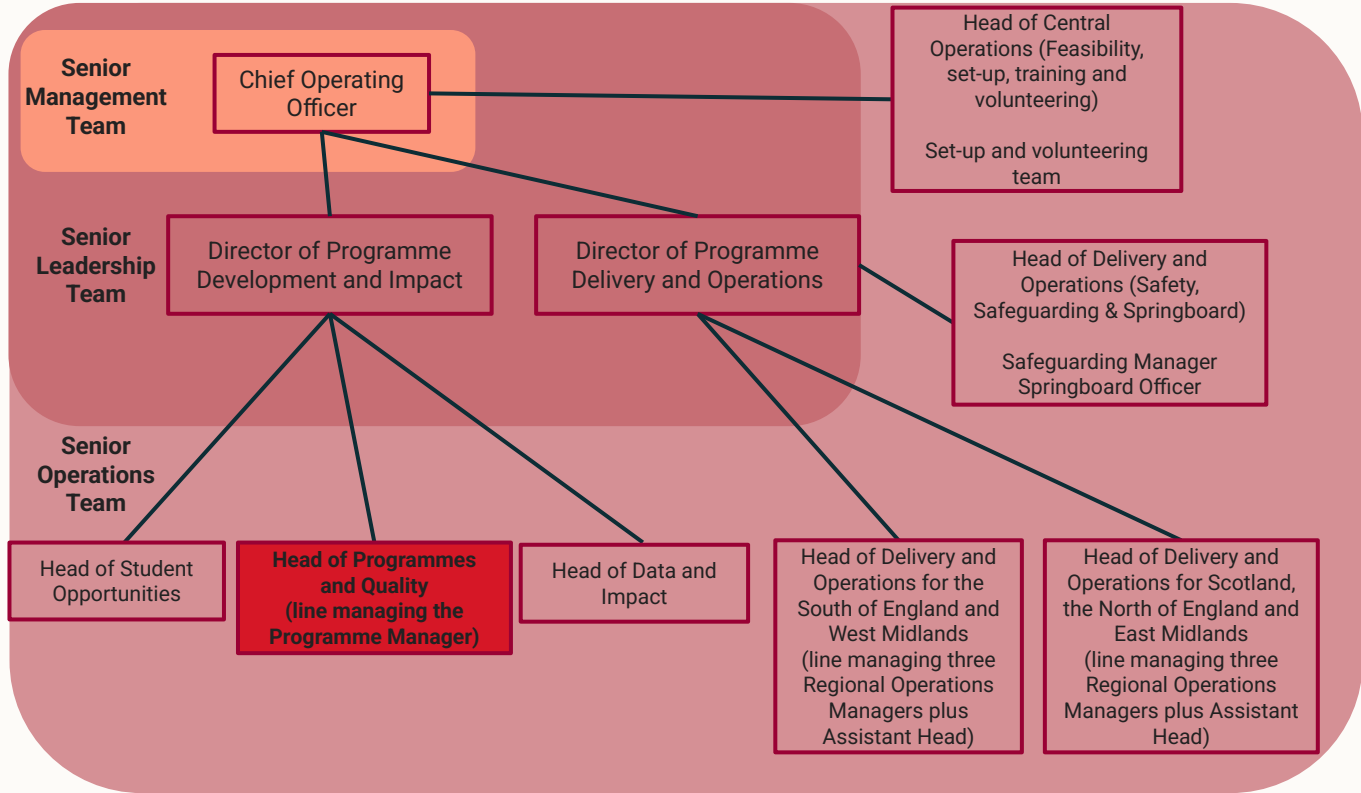
Partnership management

- To attend external meetings and engage in discussions with stakeholders that approach the charity and would like to partner with us
- To maintain strong and effective relationships with existing partners that already support the development of the **Into**University programme
- To work closely with **Into**University's fundraising team to ensure they have all the knowledge and information they need about the **Into**University programmes to communicate with stakeholders

Leadership and staff training

- To line-manage the Programme Manager and provide ongoing support and development opportunities for them to develop in role
- To set the direction and lead the Head of Strands (Academic Support, FOCUS, Mentoring and Cross-Centre Programmes) to ensure their work is fitting in with the overall programme strategy
- To design and deliver staff training sessions to upskill the existing staff team in areas of programme delivery and design
- To play an active role in writing, developing and delivering training for new staff members when they join the organisation's Graduate Scheme
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post

IntoUniversity Senior Operations



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 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? We need people who take pride in their work and will continually strive to develop programmes to the best of their abilities. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You will also have highly effective organisation and time management skills, and be able to carry out effective evaluation.

Compassion:

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

Are you someone who is kind and supportive of others? We need team members who are committed to building an inclusive culture in which everyone is valued for the unique people they are.

Aspiration:

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

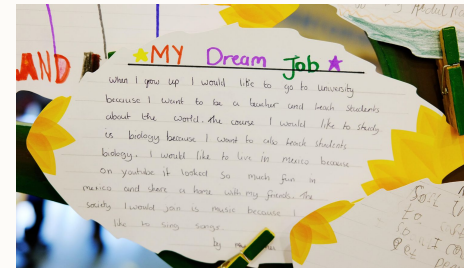
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the **IntoUniversity** programme to a range of audiences.

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.



Key Skills, Experiences and Qualifications

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 (or a PGCE in addition to a 2:2 degree)

Experience

- Extensive project management experience
- Curriculum design and development experience
- Experience of delivering educational programmes to young people

Key skills required for the role:

- Highly effective time management and organisational skills
- Excellent written and verbal communication skills



Application and selection process



Application and selection process

Please complete our application form [here](#) by **9am on Monday 24th February 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 Wednesday 5th March 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](#).

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, we recognise that AI can be a useful tool to support you when you're applying for a job, but what we are most interested in hearing about is **your** individual motivation, experience, skills and values, so please be yourself!

There are ways that AI can be really helpful - for example, you might choose to use it to proofread your application, including checking for spelling mistakes or helping with formatting.

There are also some pitfalls to avoid when using AI. To ensure that your application stands out, avoid standard AI answers, and make sure that your responses reflect your own thoughts and experiences. For example, we'd strongly suggest that you don't ask AI to answer why you want to work for **Into**University - the AI software doesn't know what motivates you. We want to hear from you!

And of course, we have no expectation for candidates to use AI - if you'd prefer not to use AI at all, that's absolutely fine.

Accessibility and adjustments

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>



Please contact jobs@intouniversity.org for more information

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

IntoUniversity 

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

