

IntoUniversity Regional Operations Manager

South West England

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 looking for a high-calibre candidate to take on the permanent role of Regional Operations Manager for our centres in the South West and Oxford, currently Bristol East, Bristol South, Weston-super-Mare and Oxford South East.

As a Regional Operations Manager you will line manage the Centre Leaders in your region 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".

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 **Into**University centres in Bristol or Weston Super Mare.

The role requires frequent travel in your region (usually within the day), journey times can be 1 hour+. Intermittent travel out of the area is also required e.g. to London, this may include occasional overnight stays.

Salary

£40,000

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 Wednesday
12th March 2025

Interview Day (in-person)

Tuesday 18th
March 2025

Please ensure that you are available on this date.

The main duties of the role



What will my main duties be?

Leadership of the South West Cluster

- Support Centre Leaders in your cluster of **Into**University centres to ensure that high quality delivery of educational programme is maintained and the pastoral needs of the students are met;
- Ensure that all centres in your cluster are working effectively to deliver the service specified in the organisation's delivery plan; and that targets are monitored, met and reported on;
- Support Centre Leaders in your cluster to recruit children and young people to programmes;
- Ensure that the ethos and values of the charity are maintained across your cluster;
- Play an active role in the delivery of education programmes across the cluster and provide cover support when required.

High quality line management support

- Act as line-manager for Centre Leaders in your cluster;
- Support Centre Leaders in your cluster to plan project delivery over the academic year and to liaise with existing schools and other partner bodies;
- Ensure that each Centre Leader has an individual package of support agreed based on their professional development needs.

Strong partnership management

- Manage university partnerships in your cluster;
- Support Centre Leaders in your cluster in strengthening links with other agencies (e.g. corporates, schools, universities, and other voluntary sector bodies), attending meetings and regularly reviewing existing partnerships;
- Work closely with the **Into**University Fundraising Team on annual reporting to university partners.

Development of people and teams

- Support 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;
- Support 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;
- Support the SMT with the full process of the recruitment of Graduate Education Workers and playing a full part in developing and delivering the graduate training programme;
- To support with other recruitment within your cluster as required;
- Champion diversity and inclusion at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.

Centre Operations

- Work with the facilities team to take responsibility for Health and Safety at the centres in your cluster;
- Support set up of new centres in the region as required;
- Support Centre Leaders in the day-to-day financial management to ensure that operating costs are within budget and that centres are allocating resources carefully;
- Undertake any task that may be requested from time to time that is consistent with the nature and scope of this post.

Compliance

- Work with the Safeguarding Team to ensure all safeguarding procedures and policies are implemented correctly in the centres in your cluster;
- 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.

**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

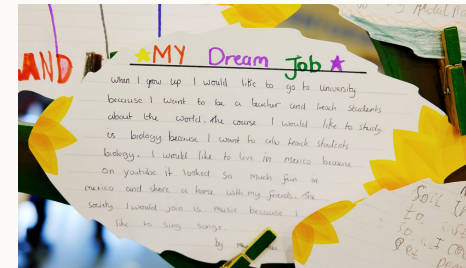
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the **IntoUniversity** programme to a range of audiences.

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.



Eligibility for the role

We are also looking for a two year commitment from the successful candidate in this role.

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



Please contact jobs@intouniversity.org for more information

Application and selection process



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Please complete our application form [here](#) by **9am Wednesday 12th March 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).
3. Answer some short questions reflecting upon how you have demonstrated the IntoUniversity values of Talent, Quality, Compassion, Aspiration and Teamwork (maximum 100 words per question).

We will invite shortlisted candidates to attend interviews with members of our management team. We will also ask you to complete a short exercise 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](#).

Use of AI

At **IntoUniversity**, 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 **IntoUniversity** - 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>



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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