

IntoUniversity Student Opportunities Manager (Partnerships and Khadija Saye Arts)

FTC - sabbatical cover

February 2025

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer

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 over 50,000 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 have established a centralised team that manages the oversight of additional enrichment opportunities across the charity including arts-based programmes, career placements, insight days and the development of **IntoUniversity's Associate Network** (alumni community). This team works closely with our local learning centres to promote and deliver these diverse opportunities for students.

We are looking for a Student Opportunities Manager to join the team on a fixed-term contract. You will work with the Head of Student Opportunities to ensure that Khadija Saye Arts at **IntoUniversity** and other opportunities are delivered effectively. The post holder will maintain and develop existing and new partnerships and play a hands-on role in the creation of high-quality programmes.

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

About Us

IntoUniversity provides local learning centres where young people are inspired to achieve.

At each local centre, **IntoUniversity** offers an innovative programme that supports young people from disadvantaged neighbourhoods to attain their chosen aspiration, including further and higher education, employment and work-based training.

Our mission is to provide local support that can break cycles of disadvantage and open up new opportunities for young people. We believe in the talent of every young person, and do not limit our support to those young people who have been labelled 'bright' or 'gifted'. We believe that, with support, every young person can progress to an excellent post-school destination and we are committed to helping them on this journey.

Our network has grown to 44 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 50,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.



Please contact jobs@intouniversity.org for more information

The role at a glance



The role at a glance

Contract

Full-time, fixed term until October 2025

Start date

May 2025

Working hours

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

(Some out-of-hours work will be required from time to time - for example, early starts to deliver workshops in schools or travel across the **Into**University network of centres.)

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 Student Opportunities team works in-person 4 days per week with 1 day from home.



INTOUNIVERSITY | Student Opportunities Manager
(sabbatical cover)

Salary

£35,500 per annum (+ London contribution £2,600)

Location

London (based at our North Islington centre N4 3QN)

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 3rd March 2025

Interview Day (online)

Friday 14th March 2025

Following this, we may then invite candidates to a second-stage, in-person interview.

Please ensure that you are available on this date.

Please contact jobs@intouniversity.org for more information

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](#). You can also find our Safeguarding Policy [here](#).



What training will I receive?

We will provide all staff joining our Student Opportunities team with full, ongoing training to support you in your role.

You will begin with a blend of formal induction training and on-the-job training when you take up the role.

There will be additional learning opportunities in the form of virtual in-house training or face-to-face learning opportunities and team meetings.

Application and selection process



Application and selection process

The first stage is to complete our online application form before **9am on Monday 3rd March 2025**. You can find the link to our application form [here](#).

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).

We will invite shortlisted candidates to attend a first stage online interview with members of our management team on Friday 14th March 2025.

Following this, we may then invite candidates to a second-stage, in-person interview.

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>



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.

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 the Khadija Saye Arts at **IntoUniversity** and other enrichment opportunities to the best of their abilities, which cover a wide variety of professions and sectors.

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 ensuring that the pastoral needs of the children and young people are met at all times during all Student Opportunities programmes.

Aspiration:

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

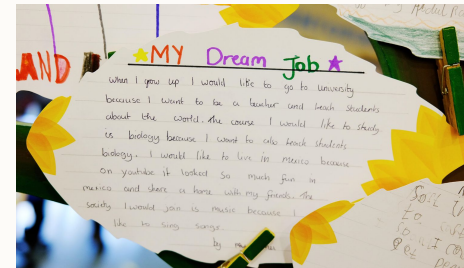
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the Khadija Saye Arts at **IntoUniversity** and other enrichment opportunities to partner organisations.

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

Eligibility Criteria

- Have EITHER a minimum of 18 months full-time paid experience working in a delivery role at **IntoUniversity**; OR a minimum of 2 years full-time paid or voluntary experience working with children and young people, either at **IntoUniversity**, or external organisations, or a combination of both. Please note that we will not take part-time, seasonal or ad-hoc work into account when calculating the length of full-time experience.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Qualifications

- Have completed an undergraduate degree to a 2.2 or higher level
- Have achieved grade C or higher in GCSE Maths and English (or equivalent)

Experience

- Have experience of managing and delivering educational programmes to young people
- Ideally have experience of managing or facilitating arts-based education sessions to young people or adults

Key skills required for the role

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



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The main duties of the role



Overview of the role

Job Purpose

The Student Opportunities Manager (Partnerships and Khadija Saye Arts) will work closely with the Head of Student Opportunities and be responsible for the development of the Enrichment and Khadija Saye Arts programmes across the **IntoUniversity** network including for example maintaining and developing existing and new relationships with key partners such as Gagosian.

The role will involve the management of a varied portfolio of student enrichment opportunities and will involve working closely with the wider student opportunities team and **IntoUniversity** centre teams to ensure students are benefitting from these opportunities.

Khadija Saye Arts at IntoUniversity

Khadija Saye Arts at **IntoUniversity** is a programme founded in memory of artist and former **IntoUniversity** student, Khadija Saye, who tragically died in the Grenfell Tower fire, aged just 24.

The programme provides a diverse range of creative activities, incorporated into **IntoUniversity's** already established programmes, and focuses on broadening horizons beyond the curriculum to include the arts.

Opportunities will include, but are not limited to, the following:

- Trips
- Workshops
- enrichment activities including work experience
- Arts Insight Days

Student Enrichment

IntoUniversity Student Enrichment opportunities are taken up by students who are currently being supported by **IntoUniversity** centres (typically students aged 16-18 years)

Opportunities will include, but are not limited to, the following:

- Student enrichment activities including work experience
- Summer schools
- Careers workshops
- Corporate Insight Days

Partnership management

- To take full responsibility for maintaining and developing partnerships with key strategic stakeholders that provide enrichment and Arts opportunities for **IntoUniversity** students (e.g. work experience partners and Khadija Saye Arts Internship partners)
- To represent Khadija Saye Arts and **IntoUniversity** in meetings with partners in the arts and cultural sectors as well as our corporate partners (e.g. from art galleries to investment banks)
- To work closely with **IntoUniversity's** Corporate Fundraising Team and the Head of Student Opportunities to ensure there is a joined up strategy and approach when working with our Corporate partners

What will my main duties be?

Programme development and delivery

- To be the organisation's expert on the Arts, ensuring that the charity's wider staff team have the knowledge and resources to run successful and engaging Arts activities
- To ensure the legacy of Khadija Saye is celebrated throughout the programme and its activities
- To oversee the design of workshops and add to a bank of high-quality, stimulating learning resources for the Khadija Saye Arts at **Into**University Programme that can be used by **Into**University's delivery team across its different programmes
- To support the **Into**University delivery team to provide exposure, skills and knowledge of the arts through trips and activities delivered at **Into**University centres
- To work with the Head of Programmes to embed high-quality arts provision into the charity's existing programmes
- Workshop content can be tailored to the skills and experience of the successful candidate and may also draw on external providers and volunteers
- To work with **Into**University's Communications Team to maintain and manage a virtual gallery of students' artwork culminating in an annual virtual exhibition
- To work with the Head of Student Opportunities to develop our arts and enrichment opportunities offer so that all students regardless of their geographical location can benefit from the opportunities we can offer (e.g. developing local partnerships, considering virtual opportunities)
- To lead on the advertising, recruiting and supporting students interested in enrichment and arts opportunities

- To lead and support the delivery of workshops, Insights Day and student enrichment opportunities working closely with our external partners, particularly within London. This may include early starts and/or occasional overnight stays
- To work with the Head of Student Opportunities and Student Opportunities Team to ensure that the high quality of the student opportunities programme is maintained and that the pastoral needs of the children and young people are met
- To work with the two Student Opportunities Officers to manage and develop a broad portfolio of opportunities for **Into**University students that cover a wide variety of professions and sectors

Reporting, evaluation and impact

- To work with the Head of Student Opportunities to establish ways to measure the long-term impact of enrichment and Arts opportunities
- To work with the Head of Student Opportunities to monitor, review and develop the Khadija Saye Arts Programme and other enrichment opportunities
- To ensure all enrichment and Arts opportunities fulfil reporting and evaluation requirements and to ensure that student numbers, attendance records, evaluation feedback is monitored and kept up-to-date on the organisation's database (Salesforce)
- To work with the Head of Student Opportunities and the Student Opportunities team to produce an annual Student Opportunities report for the Senior Management Team with suggestions for future development
- To work with the Head of Student Opportunities to manage, monitor and oversee the budget for the enrichment programme

What will my main duties be? (continued)

General

- To line-manage two Student Opportunities Officers and work closely with the other Programme Managers to distribute work across the team
- To play a full and active role in the Student Opportunities Leadership Team
- To ensure that the ethos and values of the charity are maintained within the programmes and opportunities that are delivered
- To work closely with Programme Managers who oversee our Boarding School Programme, Oxbridge Programme, Big City Bright Future Internship and the Student Associate Network
- To ensure we have up-to-date health and safety practices including risk assessments for all activities and that all policies and practices are complied with, including data protection laws
- 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
- To ensure our safeguarding process and practices are followed for all student opportunities activities
- 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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IntoUniversity 

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