

IntoUniversity

Data and Impact Officer

April 2025



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& 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 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 are seeking a Data and Impact Officer to join us to work closely with our Head of Data and Impact and Impact and Evaluation Manager. The role will include administering and developing our database, helping to assess the impact of our programmes, and producing reports for varied audiences including staff members delivering the IntoUniversity programme in our centres. As part of a small team, you'll be involved in providing key data support from the start.

Full training in Excel, Salesforce and data analysis will be provided by the charity's experts. Prior experience in these areas is not essential, as long as you are a quick learner who is keen to develop your skills. The role is **busy and fast-paced. You'll be meticulous, organised and work to high standards, with a sharp eye for detail.** You will enjoy problem solving, have the ability to produce well-presented documentation and be proactive in helping us to improve and innovate.

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

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.



The role at a glance



The role at a glance

Contract

Full-time, permanent

Start date

As soon as possible, as agreed with candidate

Working hours

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 with 1 day working from home.

Location

The role would be based at our Head Office in London.

Salary

£30,000 per annum (inclusive of £2,600 London contribution)

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
- 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 Friday 16th
May 2025

Interview Day (in-person at our Head Office)

Thursday 22nd May
2025

Please ensure that
you are available on
this date.



The main duties of the role



What will my main duties be?

Key responsibilities

- Develop expertise in the Salesforce platform (full training will be provided) and knowledge and understanding of the custom features developed by the charity.
 - Support the management of **Into**University's Salesforce database including the maintenance of database records, creation of new features, and reviewing the effectiveness of the database as a monitoring tool.
 - Support members of the delivery and fundraising teams with Salesforce queries and requests for data and analysis.
 - Prepare regular reports for a variety of internal and external audiences including: staff delivering the programme; Regional Operations Managers; the charity's Senior Leadership and Senior Management teams; Trustees; Donors; University partners.
 - Assist with developing and delivering Salesforce and impact training to new members of staff.
 - Backup and remove data from the Salesforce database in line with the charity's retention policy.
 - Process evaluation forms using our Optical Mark Reading software (training will be provided).
 - Work on **Into**University's ongoing impact projects such as our biennial Impact Report and deep dive studies of the impact of our programmes.
 - Develop expertise in the charity's impact data and its use internally and externally to develop its strategic goals.
 - Keep abreast of the best practice in charity impact reporting, data collection, and legislation concerning the storage and protection of personal data.
- Maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times.
 - Champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities.
 - Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

**Who are we
looking for?**



Who are we looking for?

At IntoUniversity we believe that our values should be a part of everything that we do. They shape our culture as an organisation.

Talent:

At IntoUniversity, we value and recognise the talent of every person.

Are you someone who strives to use your talents to achieve the best outcomes for each individual situation? We need staff who are fully committed to enhancing their own personal and 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?

We need people who take pride in their work and complete tasks 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 the ability to plan, prioritise tasks and meet deadlines.

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 team members 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 staff who are able to demonstrate a positive 'we can' ethos when responding to challenges, and who will play a full role in enabling the charity and the head office team to meet its ambitious aspirations to support more young people realise their potential.

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 collaboratively with colleagues and stakeholders.

You will also be committed to building an inclusive culture in which everyone is valued for the unique people they are.

Eligibility for the role

In order to be eligible for the role, applicants must be able to demonstrate they have:

- The qualities shown on the previous 'Who are we looking for' page
- A passion for data evaluation
- Strong problem-solving skills and an ability to learn quickly
- The ability to analyse and summarise information clearly and accurately
- Excellent written and spoken communication skills
- The ability to complete high quality work to tight deadlines

Applicants must also:

- Have completed (by time of start date) an undergraduate degree to a 2.2 or higher.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

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](#).



Training

What training will I receive?

You will begin with a blend of formal induction training and on-the-job training when you take up the role in order to learn everything you need to prepare you for your new job.

Appointees will take part in further training in summer 2025 alongside new members of our programme delivery team.

During your employment you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

There will be further professional development opportunities specific to your role



Application and selection process



Application and selection process

What is the application and selection process?

1. Application Submission

Please complete your application [here](#) where you'll be asked to upload your CV, a Covering Letter and answer some questions related to the role and our values, before **9am Friday 16th May 2025**.

2. Application review

The shortlisting panel will then review your application to ensure your qualifications and experience align with the role and your values align with our charity.

3. Interview (in-person)

We will invite shortlisted candidates to attend interviews with members of our management team at our Head Office. We will also ask you to complete a short exercise to assess your skills and competencies for this role. Interviews are scheduled to take place on **Thursday 22nd May 2025**.

We will also be in touch with candidates who are not shortlisted to let them know.

4. Outcomes

After the final interview, we will contact the successful candidate with an offer, and will offer feedback to candidates who have attended the interview and are not successful.

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 is 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 to submit your application, 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

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



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

