

# IntoUniversity Centre Leader

Nottingham West

July 2025

IntoUniversity 



## 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 45 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 who will **enjoy working each day with young people and who will thrive in a frontline, community-based, fast-paced and rewarding role**. You will be taking up a permanent role as Centre Leader at our **IntoUniversity** centre in Nottingham. You will have responsibility for running your **IntoUniversity** centre, including managing your team, planning and delivering the programme, liaising with external stakeholders and meeting **IntoUniversity's** targets for delivery.

A substantial element of this role is **delivering our education programme to children and young people aged 7-18**, so you will need to have a **genuine passion and enthusiasm** for working with young people, including leading a class of 30 from the front, working with small teams of children and providing one-to-one support.

**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".

## 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 45 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, to be agreed with the successful candidate.

### Working hours

Monday: 9:30am – 6:00pm

Tuesday: 9am – 5:30pm

Wednesday: 9am – 5:30pm

Thursday: 9:30am – 6:00pm

Friday: 9am – 5:30pm

(Some additional weekend & unsocial hours will be required)

Centre Leaders are based at one of our IntoUniversity learning centres and work directly with young people, schools and families on a daily basis. It is therefore not a hybrid role and is based full-time in our centres.

### Salary

£35,500 per annum.

This will rise to £36,400 per annum, from 1st September 2025.

### Location

IntoUniversity Nottingham West

The role requires intermittent travel in your region (usually within the day).. Periodic travel out of the area is also required e.g. to London, this may include occasional overnight stays.

### 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)

## Key Dates

### Application deadline

9am Monday 11th  
August 2025

### Interview Day (in-person)

Thursday 21st August  
2025

Please ensure that you  
are available on these  
dates



# Staff Benefits

You can read more about our benefits [here](#).



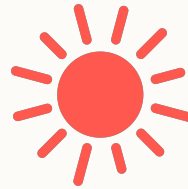
## Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years).



## Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend.



## Summer working hours

Summer working hours (pro-rated for staff joining after January in the same year)



## Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



## Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



## Cycle to Work and Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



## Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, and shared parental leave alongside compassionate and time off for dependants leave



## Employee experience

Staff networks, employee forums and bi-annual whole team events



## Training & development opportunities

Including one personal CPD day a year and an annual Staff Conference.



## Enhanced sick leave

We pay up to 60 days full pay after probation in a 12-month rolling period.



## New starter loans

Interest-free new starter loans of up to £1,000



## Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

## 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?

**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 leading an **IntoUniversity** centre.

**You'll take part in a Centre Leader training programme** lasting up to one week in London, alongside other new Centre Leaders. Support with accommodation and travel costs will be provided during this training period.

**External appointees will take part in further training** lasting up to four weeks alongside members of our Graduate Scheme cohort in London. Support with accommodation and travel costs will be also provided during this training period.

**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.

# Application and selection process





## Application and selection process

Please complete our application form [here](#) by **9:00 am Monday 11th August 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).
4. Complete a very short video presentation before the application deadline. Please use this [link](#), which will take you to the MyInterview platform to complete your video presentation.

**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.**

### 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](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>



**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 **Into**University, 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 be ambitious to enhance your own professional development and to support the professional development of your team members. You will also have effective leadership qualities and the potential to develop as a leader.

### Quality:

At **Into**University, 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 highly effective organisation and time management skills, and be able to carry out effective monitoring and evaluation.

### Compassion:

At **Into**University, we practise pastoral, long-term care

**Are you someone who is kind and supportive of others?** We need leaders who can motivate and interact positively with children and young people as well as with colleagues and stakeholders. You will be attuned to the pastoral needs of our students alongside supporting their learning, and you will be able to model effective positive behaviour management in classroom settings. You will also manage members of staff and volunteers compassionately and constructively.

### Aspiration:

At **Into**University, we behave aspirationally and positively

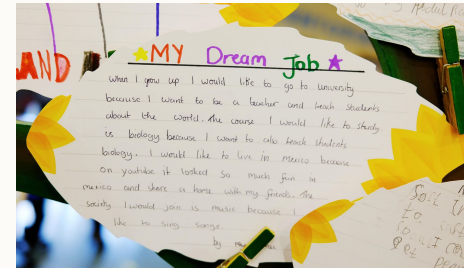
**Are you someone who has a positive outlook?** We need team members to be aspirational role models to our young people and to make learning come alive. You will also need excellent communication skills to be able to communicate the ethos and value of the **Into**University programme to a range of audiences including schools, university volunteers and other partners.

### Teamwork:

At **Into**University, 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.

### In order to be eligible for the Centre Leader role, applicants will:

- Have completed an undergraduate degree to a 2.2 or higher.
  - 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).
  - Have a minimum of 2 years full-time paid or voluntary experience working with children and young people, either at **Into**University, 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).
  - Be able to apply knowledge of 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, universities.
- Ideally have previous experience of managing teams.
  - Ideally have previous experience of managing multiple projects.
  - Ideally have experience of, or demonstrable understanding of, the Scottish education system



# The main duties of the role



## What will my main duties be?

**To lead the staff team at the centre, generating a positive and inclusive working environment and ethos and ensuring that the team are well motivated, are managing their workloads effectively, and are providing a high quality service. This will involve:**

- Ensuring that the ethos and values of the charity are maintained in the **Into**University centre.
- Acting as the Centre's Designated Safeguarding Officer (full training and support will be provided to become the Designated Safeguarding Officer).
- Creating and overseeing relationships with local education providers.

**To oversee the successful delivery of our educational programme at the centre using positive behaviour management and adhering to the IntoUniversity safeguarding policy. Including:**

- Managing the centre delivery timetable, taking responsibility for leading and delivering (with help from the **Into**University Education Workers) the after-school Academic Support programme, including: leading and managing staff and tutors; recruiting and leading volunteers; liaising with university partners; publicity; taking responsibility for organising the classroom; maintaining the good behaviour of users; implementing **Into**University's positive behaviour management policy; developing new resources.

- Assisting fully with the organisation and high-quality delivery of the Primary and Secondary FOCUS programme, supporting the **Into**University Education Workers with responsibility for these strands.
- Assisting fully with the organisation and high-quality delivery of the Mentoring Programme, supporting the **Into**University Education Worker with responsibility for this strand.
- Taking responsibility, working with the support of your line manager, to ensure that the high quality of the educational programme is maintained, centre targets are reached and that the pastoral needs of the children and young people are met.
- Taking the lead in working with your line manager and the **Into**University Education Workers to recruit children and young people to all strands of the programme.
- Liaising with your line manager to plan project delivery over the academic year and to take the lead in working with the **Into**University Education Workers to liaise with existing schools and other partner bodies, including corporates, universities and other voluntary sector bodies.

## What will my main duties be? (continued)

- To work with the support of your line manager to oversee the administration and day-to-day running of the education centre, including, for example: organising small maintenance jobs, ensuring the site is left tidy, overseeing the cleaner, being the 'face' of **Into**University to parents and other visitors and ensuring Salesforce database records and monitoring requirements are kept up to date.
- To ensure that **Into**University policies and procedures are met and regularly reviewed at the centre.
- To provide input into the staff probationary and appraisal processes with your Regional Operations Manager.
- To support the Regional Operations Manager with recruitment for your centre when required.
- To take responsibility for petty cash.
- To take responsibility for an additional area of the charity's work – to be agreed on appointment.
- To play a full part in delivering the training of the Youth Development Interns.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Safeguarding Vulnerable Groups Act, and legislation and policies related to Equal Opportunities, Data Protection and Health & Safety.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.

**Please note:** that there will be times throughout the year when you will be required to travel to London for meetings.

There will be times where items such as furniture need to be moved in all centres e.g. to set up the classroom.

If you would like further information on this (including reasonable adjustments that could be implemented), please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org)





# 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** 

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