

IntoUniversity

Fundraising Officer
(University Partnerships)

November 2025



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am the founder and CEO of IntoUniversity.

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 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 Fundraising Officer (University Partnerships) to join our exceptional, talented and successful fundraising team, all of whom have a **genuine passion and enthusiasm** for our mission to support young people achieve their ambitions.

As part of the university partnerships team, you will be working with our network of university supporters who are crucial funding and operational partners of the charity. You will play a **key and varied role in supporting these partnerships**. Your work with the team will include: preparing individual reports demonstrating the impact of our work for each university partner, coordinating with university development teams fundraising for our centres, helping to organise our annual university network conference and organising, attending and following up actions from meetings with senior university contacts.

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 46 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 60,000 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

January 2026

Working hours

09.00 - 17.30

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.

The role will require frequent travel both within London and regionally.

Salary

£30,950 (including London contribution of £2,700)

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 8th
December 2025

Selection Day (in-person)

Tuesday 16th
December 2025

Please ensure that
you are available on
this date.

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)

The main duties of the role



What will my main duties be?

Job Purpose

Our university partners support their **Into**University centre with crucial funding as well as operational support including visits to university campuses for Year 6 students, joint outreach with Widening Participation teams, and recruitment of volunteers for our mentoring programmes.

You will work collaboratively with your team to manage **Into**University's network of university partnerships. With full training you will also be supported to take the lead in working with your own portfolio of university partners.

Key responsibilities

- Developing and fostering strong, collaborative working relationships with our key university partners, ensuring they feel well-supported and part of a mutually beneficial university partnership network
- Organising and attending partnership meetings, accompanying members of the charity's senior team, preparing documentation and supporting with follow-up actions
- Liaising with university development offices to provide support with their fundraising campaigns for our work including organising donor visits to **Into**University centres, or preparing other fundraising or engagement materials as needed
- Working with the partnerships team to produce high-quality annual impact reports on the activities of the centre(s) that universities support to appeal to both heads and hearts
- Working with the partnerships team to research and evaluate new university partnership opportunities, and supporting with prospect university engagement.
- Creating high-quality print and digital copy for use in communications activity about our university partnerships
- Working with the team to organise the charity's conference for its network of university partners
- Ensuring that university partner records on our database (Salesforce) are fully up to date
- Supporting the wider fundraising team as needed, for example with any fundraising events and visits.
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Maintaining the ethos and values of the charity and positively promoting the work and activities of the charity at all times
- Championing diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities

**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**.

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



Aspiration

Are you someone who has a positive outlook? You will be someone who actively seeks solutions to problems and uses initiative. You will be ambitious for yourself, the charity and the young people we serve, seeking to innovate and improve wherever possible. You will be self-motivated and have the ability to work flexibly.



Compassion

Do you have a genuine passion for the mission and values of our charity? We work to transform the landscape of Higher Education in the UK; we can only achieve this by forging genuine relationships with funding partners and ensuring they are clear on the need and impact of our work. You will support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of **IntoUniversity**.



Talent

Are you someone who has exceptional interpersonal and written communication skills? We need Fundraising Officers who can communicate effectively with a broad range of people. You will have the ability to research, analyse and present information clearly and accurately.



Quality

Are you someone is highly resourceful with excellent attention to detail ? You will take pride in being extremely efficient and very well organised, and display excellent time-management skills. You will be able to work effectively under pressure and produce high-quality work against tight deadlines.



Teamwork

Are you excited at the prospect of working within a supportive team environment? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are. You will be prepared to roll up your sleeves as part of a small team and be highly-motivated to work within our successful fundraising team to achieve ambitious targets

Eligibility for the role

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

- The qualities shown on the previous 'Who are we looking for' slide
- Excellent Microsoft Office skills (essential), and experience of databases (desirable)
- Successful experience of engaging with stakeholders (whether in a paid or voluntary capacity) including building rapport quickly and resolving complex issues effectively and efficiently
- The ability to respond pragmatically, thoughtfully and quickly to changing circumstances
- Experience of self-starting and initiating projects and bringing them to a successful conclusion

Applicants must also:

- Have completed 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 applicants with criminal records can be found [here](#), and you can find full details of DBS' 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 January 2026 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 process

What is the 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 our values, before **9am Monday 8th December 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. Selection Day (in-person)

We will invite shortlisted candidates to attend a selection day with members of our fundraising team.

This is scheduled to take place on **Tuesday 16th December 2025**.

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

1. Outcomes

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

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, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

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

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



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

