

IntoUniversity

Oxbridge Programme Manager
(FTC - sabbatical/maternity cover)

October 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 that runs local learning centres in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential.

As the UK's leading university access organisation, our staff team is helping thousands of young people each year. We have forty-five centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

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

We are looking for an interim Oxbridge Programme Manager to join our Student Opportunities team on a fixed-term basis. You will lead on the delivery and development of our comprehensive programme of support for young people across our network who are interested in applying to Oxford, Cambridge or other highly-selective universities. You will provide expert advice and support to student cohorts in group workshops and on a one-to-one basis to help them make informed decisions about their future choices and submit competitive applications.

You will work closely with the Head of Student Opportunities to **review and evaluate** the programme to ensure it is delivered effectively and meeting the academic and pastoral needs of the young people on the programme.

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.

Rachel Carr

The role at a glance



The role at a glance

Contract

Full-time, fixed-term until January 2027.

Start date

January 2026

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 may be required)

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.

Location

Frequent travel around the UK is required for this role. Could be based in one of the following **Into**University centres: Birmingham, Bradford, Bristol, Coventry, Leeds, Leicester, London, Manchester, Nottingham

Salary

£39,100 per annum (including £2,700 London contribution) for candidates based in London

£36,400 per annum for candidates based outside of London

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 Friday 14th
November 2025

Interviews:

Monday 24th
November 2025.
(in-person).

These are likely to
take place at our
Head Office in
London.

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)

Application and selection process



Application process

What is the selection process?

- **Application Submission**

Please complete your application [here](#) where you'll be asked to upload your CV and a Covering Letter (please tell us why the position appeals to you and how your skills and experience demonstrate your suitability for the role). No more than 600 words.

Deadline: **9am Friday 14th November 2025**

- **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.

- **Interview**

We will invite shortlisted candidates to attend an in-person interview on **24th November 2025**. We will also ask you to complete a short exercise on the day to assess your organisational and written communication skills. We will also be in touch with candidates who are not shortlisted to let them know.

- **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 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?**



Eligibility for the role

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

- Have completed an undergraduate degree to a 2.2 or higher.
- Have achieved a grade C 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 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).
- Be able to demonstrate extensive knowledge of the Oxbridge application and admissions process and how to translate this into engaging, differentiated and age-appropriate materials, programmes and content.
- Be able to apply knowledge of H.E. and the Oxbridge college system, 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 liaising with a variety of stakeholders, for example: head teachers, funders, universities.

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](#).



Please contact jobs@intouniversity.org for more information

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 are looking for an Oxbridge Programme Manager who believes in the young people preparing to apply for Oxford, Cambridge and other highly-selective universities.

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 highly effective organisation and time management skills.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? We are looking for an Oxbridge Programme Manager 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 the students you work with.

Aspiration:

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

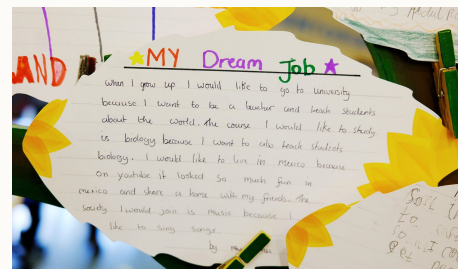
Are you someone who has a positive outlook? We need team members to be aspirational role models to our young people. You will also need excellent communication skills to be able to oversee the programme effectively by liaising with a range of audiences including universities, schools, parents and families, and staff from across our network of centres.

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.



The main duties of the role



Overview of the role

Job Purpose

The Oxbridge Programme Manager will be responsible for the development and delivery of the Explore Oxbridge programme. They will work closely with the Head of Student Opportunities to plan and develop the programme.

The role will involve the management and coordination of a comprehensive package of support for students from Year 9 / S2 upwards. This includes workshops, webinars, day trips and residentials designed to increase student knowledge about studying at selective universities, in particular The University of Oxford and The University of Cambridge.

The role will involve stewardship of various stakeholders, including Oxbridge colleges and IU school partners. The Programme Manager will work closely with the wider Student Opportunities team and **Into**University centre teams to ensure students are benefitting from the programme.

Explore Oxbridge

The Explore Oxbridge programme is open to students who are either currently being supported by **Into**University centres (typically students aged 14-18 years) or **Into**University Student Associates (IU alumni).

The programme offered to students will include, but are not limited to, the following:

- Personal statement support
- Mock interview practice
- Student life workshops and webinars
- Subject choice advice
- Research project support
- Subject taster sessions
- Open days and residentials



What will my main duties be?

Programme development and delivery

- To lead the delivery of the Explore Oxbridge programme, managing and planning webinars, workshops, one-to-one support, day trips and residentials.
- To plan, coordinate and create resources and curriculum content for the programme, ensuring the academic needs of students is taken into account.
- To work with the Head of Student Opportunities to ensure that the high quality of the programme is maintained and the pastoral needs of the children and young people are met.
- To manage the recruitment and retention of student cohorts for our Oxbridge Programme, liaising directly with students, IU centres, and schools to advertise and register students.
- To be responsible for the creation of relevant and engaging newsletters for students of different ages who have expressed an interest in applying to Oxbridge.
- To be the organisation's expert on the Oxbridge application process, keeping up-to-date with changes and developments so that students have access to the most relevant advice and guidance.
- To support centres in identifying students who might be interested in applying to Oxbridge and ensuring that they have the relevant guidance and support as early as possible.
- To plan and deliver training for new and existing staff on the Oxbridge programme and application process, ensuring that staff members have the knowledge and expertise to identify, support and register students to benefit from the Oxbridge programme of support.

Partnership Management

- To liaise with a variety of stakeholders including regular interactions with schools, teachers, and universities.
- To liaise with external stakeholders and university partners to organise programmes, events and workshops for young people who are either considering or actively engaging in an application to Oxbridge.
- To recruit, train and support a pool of volunteers to support the delivery of the programme, including university academics, university students, IU student alumni, or working professionals.
- To work closely with the Fundraising team to steward existing and potential partnerships with Oxbridge colleges.

What will my main duties be? (continued)

Reporting, evaluation and impact

- To liaise directly with students and support the Head of Student Opportunities to ensure the programme fulfils 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 to establish ways to measure the long-term impact of the Explore Oxbridge programme
- To work with the Head of Student Opportunities to monitor, review and develop the Explore Oxbridge programme offer
- 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 Explore Oxbridge programme
- To work with the Head of Student Opportunities to monitor impact including: tracking Oxbridge applications, analysing trends and adapting the programme based on the data and to write an annual report to demonstrate the impact of the programme.

General

- To play a full and active role in the Student Opportunities Leadership Team
- To work closely with Programme Managers who oversee our Student Enrichment, Khadija Saye Arts Programme, Big City Bright Future Internship and the Student Associate Network
- To ensure that the ethos and values of the charity are maintained within the programmes and opportunities that are delivered
- 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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