

IntoUniversity

Adult and Family Learning Project Worker

Glasgow

January 2026



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.

We are looking someone who will thrive in a varied and innovative role as a fixed-term Project Worker in the Adult and Family Learning team. You will be based at our Maryhill (Glasgow) centre with frequent travel to our centres in Govan and Craigmillar (Edinburgh). **This is a role focused** on how we can offer additional impactful support in the local communities in which our Scotland centres are based. The Adult and Family Learning team will work in close collaboration with colleagues at the Universities of Edinburgh and Glasgow.

The pilot will focus on supporting the parents, carers and families of young people accessing the centres, with the potential for this to extend to wider adults in the community. As a Project Worker you will deliver the programme and support the Adult and Family Learning Manager to plan and develop activities tailored according to and with an understanding of the different communities in which it will be offered.

Working with colleagues based at the three centres, you will provide a range of activities which will support parents and carers to support their children in their learning, develop their own skills and knowledge around employment and education, and provide a range of family learning activities to engage the whole family together.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with families, 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**.

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 slightly larger "R" and "C" at the beginning.

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.



Please contact jobs@intouniversity.org for more information

The role at a glance



The role at a glance



Contract

Full-time, fixed term until 31 August 2026, with the potential for extension

Start date

February 2026

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. Part of the project will be developing programmes for parents and carers, which may result, for example, in some workshops running during the evening for a set of period of time (with a later start on the day of the workshop).

Programme delivery staff are based at one of our **intoUniversity** learning centres and work directly with young people and families on a regular basis. It is therefore not a hybrid role and is based full-time in our centres.

Salary

£28,250 per annum

Location

This role will be based at **intoUniversity** Maryhill with frequent travel to our centre in Govan and Craigmillar (Edinburgh).

Occasional travel out of your local area e.g. to London is also required, this may include 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

10:00am Monday
2nd February 2026

Interview Day (in person)

Monday 9th
February

These will take place in Glasgow.

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)

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 role at IntoUniversity.



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Application and selection process



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Please complete our application form [here](#). Please ensure this is submitted by the application deadline: **10am Monday 2nd February 2026**.

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. Complete a 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 team.

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, adjustments and outreach

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>



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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? We need team members to make learning come alive. You will also need excellent communication skills to be able to communicate the ethos and value of the IntoUniversity programme to a range of audiences including parents and carers, university partners and volunteers.



Compassion

Are you someone who is kind and supportive of others? We need team members who can motivate and interact positively with parents and carers as well as with colleagues and stakeholders. You will be attuned to the pastoral needs of our parents and carers alongside supporting their learning in the classroom.



Talent

Are you someone who enjoys motivating others by reinforcing their self-belief? We need staff who will believe in our parents and carers and support them to succeed. You will also be ambitious to enhance your own professional development.



Quality

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.



Teamwork

Are you someone who enjoys working as part of a team to achieve shared goals? We aim to transform UK Higher Education and seek driven, visionary people who are kind and supportive to colleagues, students, 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 Adult and Family Learning Project Worker role, applicants will:

- Have completed an undergraduate degree to a 2.2 or higher.
- Have achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English / achieved a grade C/ grade 4 or higher in GCSE Maths and English (or equivalent).
- Have some previous experience (voluntary or paid) of working in service delivery, for example with adults and/or young people
- Ideally have experience of, or demonstrable understanding of, the Scottish education system
- 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](#).



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The main duties of the role



What will my main duties be?

The Project Worker will be a member of the Adult and Family Learning team, which will be based across the three Scotland **IntoUniversity** centres. The postholder will work closely with other staff based at the three Scotland **IntoUniversity** centres, as well as planning work in close collaboration with colleagues at the Universities of Edinburgh and Glasgow, linking in with other related university work.

- To lead delivery of the Adult and Family Learning programme effectively to parents, carers and families, including workshops at your base centre and the other **IntoUniversity** centres in Edinburgh/Glasgow. This includes adherence to the **IntoUniversity** safeguarding policy.
- To work with your team to organise and deliver all parts of the Adult and Family Learning programme, this might include: leading a session with parents and carers from the front, running a family learning session with young people and adults together, and one-to-one support
- To assist with the design and planning of activities for parents and carers which support them to support their children in their learning, develop their own skills and knowledge around employment and education, and provide a range of family learning activities to engage the whole family together.
- To develop an understanding of the different communities in which the programme will be offered
- To assist the Adult and Family Learning Manager in liaising with the Universities of Edinburgh and Glasgow and other local stakeholders, this may include: schools; voluntary and community sector organisations; local education providers for adults
- To work with Adult and Family Learning Manager to recruit parents and carers to the programme
- To develop educational resources and worksheets for use across the programme
- To update and maintain **IntoUniversity** displays, publicity and resources.
- To prepare and set-up, with the project team, the centre space including preparing resources and organising tables and chairs as necessary.
- 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.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

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

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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