

# IntoUniversity Centre Leader

Sunderland

September 2026

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 60,000 young people each year at its 46 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 new **IntoUniversity** centre in Sunderland. You will have responsibility for setting up, launching and 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". The signature is fluid and cursive, with a long, sweeping underline.

Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org) for more information

## 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.



# Introducing IntoUniversity Sunderland

## IntoUniversity Sunderland is the newest centre in our network.

Opening in Spring 2027, our newest **IntoUniversity** centre will bring our highly successful programmes of academic support, mentoring and aspiration-raising workshops to young people in Sunderland.

This will be the fifth centre to open in the region, joining our successful North East England cluster of centres in Newcastle East, Gateshead, Middlesbrough and Hartlepool.

Working closely with local schools, universities, businesses and the wider community, the centre will support young people facing disadvantage to realise their full potential and progress to their chosen future.

As Centre Leader, you will play a pivotal role in bringing our work to a new area, from establishing the centre's operations to building strong partnerships with local schools and other key stakeholders, and establishing **IntoUniversity** Sunderland as a valued part of the local community.





# The role at a glance



## The role at a glance

### Contract

Full-time, permanent

### Start date

November 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 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.



INTOUNIVERSITY | CENTRE LEADER

### Salary

£37,300 per annum

### Location

**IntoUniversity** Sunderland\*

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.

\*This is a brand new centre and as such we do not have a specific location to share at this time. If you would like further information or an opportunity to visit another centre in the region, please contact [jobs@intouniversity.orh](mailto:jobs@intouniversity.orh)

### 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

09:00am Friday 2nd  
October 2026

### Interview Day (in-person, in the Northeast region)

Thursday 15th October  
2026

Please ensure that you  
are available on these  
dates

Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org) for more information

# 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



## 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.



## 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 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](#).



### 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 from January 2027** 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 **09:00am Friday 2nd October 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. 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, 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](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**.

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



### Aspiration

**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and 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 schools, university volunteers and other partners.



### Compassion

**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.



### Talent

**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 also be ambitious to enhance your own professional development and to support the professional development of your team. You will also have effective leadership qualities.



### 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. 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.



### 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

We are also looking for a two year commitment from the successful candidate in this role.

### Essential Criteria

- 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. *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.

### Desirable Criteria

- Ideally have previous experience of managing teams.
- Ideally have previous experience of managing multiple projects.



# The main duties of the role



## What will my main duties be?

➤ **Initially being involved in the set up of this brand new centre. This will involve:**

- Developing local school relationships to support the development of **IntoUniversity** in the new area.
- Developing relationships with other key local stakeholders and engaging in community consultation.
- Taking the lead in recruiting children and young people to all strands of the programme, alongside **IntoUniversity** Education Workers and the Regional Operations Manager.
- Working closely with the Set Up and Facilities team throughout this initial setup phase.
- Setting up the physical space of the centre including building flat pack furniture, arranging furniture, creating enriching educational displays.
- Working with your Regional Operations Manager, the Senior Operations team and the communications team to plan and facilitate the Centre Launch event where funders, partners and the young people and their families are invited to celebrate the initial success of the centre.

➤ **To lead the staff team at the centre, creating a positive, inclusive and supportive working environment. This will involve:**

- Acting as direct line-manager for staff in your centre and supporting them to thrive in role, including implementing reasonable adjustments, managing workloads and supporting probation and appraisal processes with your Regional Operations Manager and HR.
- Ensuring the ethos and values of **IntoUniversity** are maintained at the centre and championing diversity and inclusion in line with the Diversity and Inclusion Staff Responsibilities Guide.

- Acting as the centre's Designated Safeguarding Officer, with full training and support provided.
- Supporting recruitment for your centre when required, in partnership with your Regional Operations Manager.

➤ **To oversee the successful delivery of high-quality educational programmes at the centre, using positive behaviour management and adhering to **IntoUniversity** safeguarding policies. This will involve:**

- Managing the centre delivery timetable and leading and delivering, with support from Education Workers, the after-school Academic Support programme, including managing staff and tutors, recruiting and leading volunteers, liaising with university partners, publicity, classroom organisation, behaviour management and developing new resources.
- Supporting the organisation and high-quality delivery of the Primary and Secondary FOCUS and Mentoring programmes, working with the Education Workers responsible for these strands.
- Working with your Regional Operations Manager to maintain the quality of educational provision, achieve centre targets and meet the pastoral needs of children and young people.
- Leading, with Education Workers, the recruitment of children and young people to all programme strands.
- Working with your Regional Operations Manager to plan project delivery across the academic year and coordinate delivery with existing schools and other partner organisations.

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

- To develop and maintain effective relationships with schools and other partner organisations, including universities, corporates and voluntary sector organisations, to support programme delivery and centre development.
- **To oversee the administration and day-to-day running of the centre, with support from your Regional Operations Manager. This will involve:**
  - Organising small maintenance jobs, ensuring the site is tidy and overseeing the cleaner.
  - Being the 'face' of IntoUniversity to adults at home and other visitors.
  - Ensuring Salesforce records and monitoring requirements are kept up to date.
  - Taking responsibility for petty cash and the centre budget.
- To ensure the centre operates in accordance with IntoUniversity policies, procedures and all relevant legal and regulatory requirements, including safeguarding, Equal Opportunities, Data Protection and Health & Safety legislation.
- To take responsibility for an additional area of the charity's work, to be confirmed once in role.

**Please note:** 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.

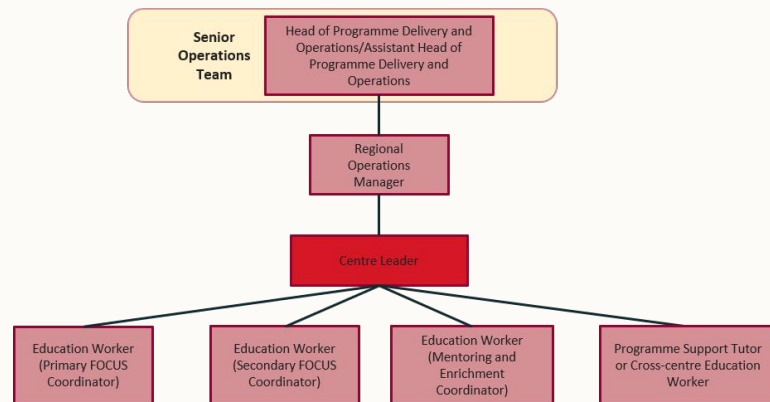
There will be times where items such as furniture need to be moved in all centres e.g. to set up the classroom.

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

### Centre Team Structure

See below for the typical structure of an IntoUniversity centre staff team.

Each IntoUniversity centre operates according to the needs of the community it works in and therefore operate with slight differences to their staff team.





# 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)

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