IntoUniversity Centre Leader

Hartlepool

October 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 **Into**University 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 **Into**University centre in **Hartlepool**. You will have responsibility for running your **Into**University centre, including managing your team, planning and delivering the programme, liaising with external stakeholders and meeting **Into**University'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 **Into**University.

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

Please contact jobs@intouniversity.org for more information

About Us

IntoUniversity provides local learning centres where young people are inspired to achieve.

At each local centre, **Into**University 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

IntoUniversity

The role at a glance

Contract

Full-time, permanent

Start date

January 2027

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

£37,300 per annum

Location

IntoUniversity Hartlepool
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

09:00am Friday 13th November 2026

Interview Day (in-person)

Tuesday 24th November 2026

Please ensure that you are available on these dates

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We are a Living Wage Employer

PROUD TO SUPPORT THE SUNFLOWER FOR INDIVIDUALS WITH HIDDEN DISABILITIES

Please contact 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 **Into**University 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.

Please contact **jobs@intouniversity.org** for more information

Application and selection process

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Please complete our application form **here** by **09:00am Friday 13th November 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 **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, 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**

disability confident COMMITTED

disability confident EMPLOYER

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Who are we looking for?

IntoUniversity

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 **Into**University 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 are 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.

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The main duties of the role

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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:

- Acting as direct line-manager for the staff in your centre.
- Working with your line manager and the HR team to support staff in your centre to thrive in role, including implementing reasonable adjustments
- 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 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

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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