IntoUniversity

Interim Assistant Head of Programme Delivery and Operations

(East Midlands, North of England & Scotland)

December 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 to take on the role of **Interim Assistant Head of Programme Delivery and Operations** to oversee up to 13 centres across East Midlands, North of England & Scotland. You will line manage three Regional Operations Managers to ensure that centres are working effectively, that the high quality of programme delivery to young people is maintained across the clusters, and that targets are monitored and met.

And of course, you will need to have a **genuine passion and enthusiasm for working with young people** and helping them achieve their ambitions.

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.



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The role
at a glance

IntoUniversity



The role at a glance

Contract

This is a fixed-term, maternity cover role until at least the end of November 2027. This role can be either full-time or part-time (0.8 FTE) - responsibilities will be adjusted proportionally for part-time candidates.

Start date

January 2027, or as agreed with candidate.

Working hours

Mon and Thurs: 09:30-18:00
Tues, Weds, Fri: 09:00-17:30

Annual leave

This is the entitlement for full-time staff and will be pro-rated for part-time staff:

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)

Salary

£45,800 per annum.

Pro-rata for part-time candidates.

Location

The role would be based at one of our **Into**University centres in Edinburgh, Glasgow, Hull, Leeds, Manchester, Middlesbrough or Nottingham, with regular travel across the network and to our Head Office in London.

The role requires frequent travel in your regions (usually within the day), journey times can be 1 hour+. Intermittent travel out of the area is also required e.g. to London, this may include occasional overnight stays.

We are a delivery-focused organisation providing frontline educational services to young people. We are proud to have colleagues at all stages of their careers, including many in their first professional roles, and are committed to nurturing talent and fostering a supportive, developmental culture for everyone.

This role is primarily office-based, with four days each week working on site (or 3 days for a 0.8 FTE staff member) and one day working from home.

Key Dates

Application deadline
09:00am Friday 11th December 2026

Interview Day (online*)
Thursday 17th December 2026

*We may invite candidates for a further follow-up interview in-person.

Please ensure that you are available on these dates

Please contact jobs@intouniversity.org for more information

disability confident EMPLOYER

We are a Living Wage Employer

PROUD TO SUPPORT THE SUNFLOWER FOR INDIVIDUALS WITH HIDDEN DISABILITIES

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)

Application and selection process

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Application and selection process

Please complete our application form **here** by **9am on Friday 11th December 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).

We will invite shortlisted candidates to attend interviews with members of our management team.

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?



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.

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Essential Criteria:

- Have a minimum of three years' experience working with children and young people, or working on curriculum or development of programmes for young people (or a combination of both).
- Have a minimum of two year's experience of people management and/or high-level project management; for example, a qualified teacher might have experience leading a subject stream or holding a whole-school responsibility.
- Have completed an undergraduate degree to a 2.2 or higher level.
- 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 the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

Desirable Criteria:

- Have experience of confidently negotiating with a variety of stakeholders, for example head teachers, funders and universities
- Have previous experience of managing teams
- Have previous experience of managing multiple projects
- Have experience of safeguarding young people and implementing safeguarding practice in an educational setting
- Have a good working knowledge Higher Education sector
- Be able to apply knowledge of the college system, F.E. and H.E. (e.g. UCAS applications) to help young people decide about their futures; and their impact on young people traditionally underrepresented in H.E

Additional requirements

You will also be required to have a current UK driving license and have access to a car for work purposes in order to travel between the centres in your region.

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 ex-offenders can be found **here**, and you can find full details of DBS's 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

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What will my main duties be?

Centre Performance and Oversight

Take responsibility, working with the Regional Operations Managers, for the successful running of centres and the high-quality delivery of all **Into**University programmes in your regions*:

- Ensure the ethos, values and culture of the charity are maintained across all centres and staff teams.
- Ensure that KPIs are monitored and met.
- Ensure staff teams are properly managed, supported and resourced, that individual training and development needs are met and staff departures and onboarding processes are managed effectively.
- Support the Centre Leaders in the region to plan project delivery over the academic year and liaise with existing schools and other partner bodies.
- Ensure that the operating costs at each centre in the regions are kept within budget and that centres are allocating resources carefully.

Partnerships

- Prepare for and attend fundraising meetings and stewardship events as required, working closely with the charity's fundraising teams and our university partners.
- Provide reports and reporting data for project partners and philanthropic supporters.
- Work closely with staff at the Widening Participation teams at our partner universities to ensure the effectiveness of the partnerships.
- Work with the Corporate Fundraising team, university fundraising staff, and the Regional Operations Managers to ensure that corporate partnerships are effective across your regions.

***NB: the exact regions overseen by this role will be decided based on the location of the appointed candidate.**

Safeguarding and Compliance

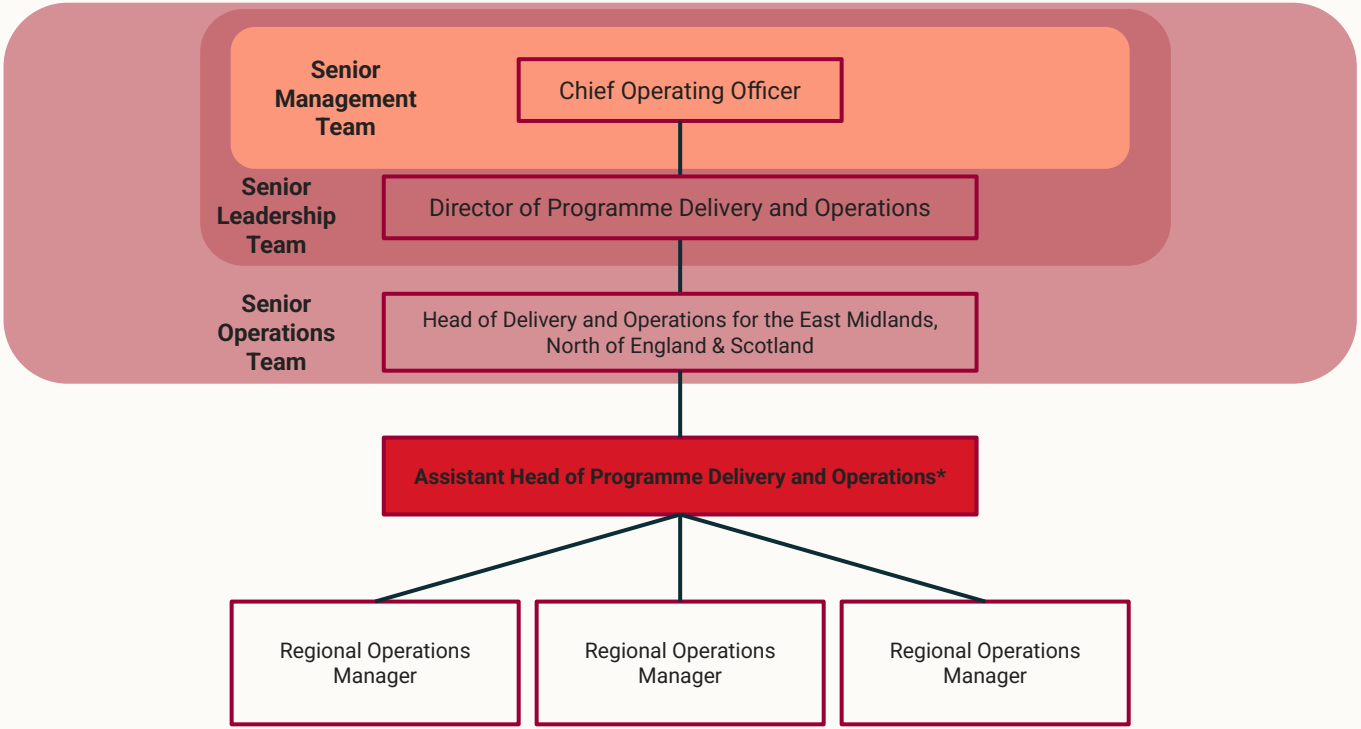
- Work with Regional Operations Managers to ensure all safeguarding procedures and policies are implemented correctly across the region and that the charity is fully compliant with safeguarding policy and procedures.
- Join the Safeguarding Team and play a role in ensuring all safeguarding procedures and policies are implemented correctly across all of our centres and that the charity is fully compliant with safeguarding policy and procedures. This includes being on call to respond to safeguarding concerns across the whole **Into**University network, as part of a rota.
- Work with the Head of Programme Delivery and Operations, Facilities team and Regional Operations Managers to ensure Health and Safety compliance.
- Ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection, Health & Safety and Working with Vulnerable Groups.

Other responsibilities

- Champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide and fully supporting with the implementation of the charity's Diversity and Inclusion Strategy.
- Support with the recruitment and onboarding of new staff across the charity (such as Centre Leaders and Graduate Education Workers) including assessing application forms, inputting into shortlisting candidates, facilitating selection days and supporting with delivering the graduate training programme.
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

IntoUniversity Organisational Structure

Organisational Structure



*exact operational and line management locations will be decided depending on where the successful candidate is based.

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

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