# **Into**University
## Student Opportunities Officer

**November 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 to appoint a Student Opportunities officer** to join our Student Opportunities Team, to manage the oversight of student opportunities across the charity and the continued development of **Into**University's Associate Network (alumni community). This team works closely with our local learning centres to advertise, recruit and facilitate opportunities for students.

**We are looking for a motivated individual to take on the role of Student Opportunities Officer** to work closely with the Head of Student Opportunities and Student Opportunities Manager to manage current opportunities and promote and deliver these throughout the charity's network, and to plan and create resources for the student opportunities 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 **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.



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

# About Us

## **Into**University 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

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# The role at a glance

## Contract
Full-time, permanent

## Start date
January 2027

## 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 - for example, early starts to deliver workshops in schools.)

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.

## Salary
£31,850 per annum (inclusive of London contribution)

## Location
**Into**University North Islington
29 Marriott Road,
Finsbury Park,
London,
N4 3QN

The role requires intermittent travel in your region (usually within the day) this can involve journeys times of 1 hour+.

## 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 Monday 30th November 2026

**Interviews (online)**
Monday 7th December 2026

Please ensure that you are available on these dates

disability confident EMPLOYER

We are a Living Wage Employer

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# 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

## 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 working within the Student Opportunities team.

**External appointees will take part in further training in January 2027** alongside members of our next Graduate Scheme cohort in London.

**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.



## What progression is available for me?

After completing your first year in the role there will be the opportunity to take on a new challenge and apply for a promotion to Senior Student Opportunities Officer.



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# **Application and selection** process

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# Application and selection process

Please complete our application form **here** by **9am on Monday 30th November 2026.**

You will be asked to:

1. Upload a covering letter that sets out why the position appeals to you, and how your, talents, skills and experience demonstrate your suitability for the 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, Teamwork and .Aspiration.

**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, 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?

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# 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 be able to demonstrate a positive ‘we can’ ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the **Into**University Student Opportunities programmes to students.



## Compassion

**Are you someone who is kind and supportive of others?** We need team members who can inspire and connect with children and young people, offering consistent adult support for both their learning and pastoral needs.



## 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.



## 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 this role, applicants must:**

- Have completed an undergraduate degree to a 2.2 or higher
- Have achieved grade C or higher in GCSE 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).
- Have some previous experience (voluntary or paid) of working with children or young people.

**Applicants should be able to demonstrate they have these key skills:**

- Effective time management and organisational skill
- Excellent written and verbal communication skills
- Excellent presentation skills and experience of delivering information (face-to-face and online)
- Effectively build relationships with stakeholders through friendly, prompt and concise communications
- Excellent attention to detail
- Digital and email marketing communications (desirable)

**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

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# Overview of the role

## Job Purpose

The Student Opportunities Officer will work closely with the Head of Student Opportunities and Student Opportunities Programme Managers to plan, create and deliver as required resources and workshops for the Student Opportunities programmes.

## Student Opportunities Programmes

**Into**University Student Opportunities are taken up by students who are either currently being supported by **Into**University centres (typically students aged 16-18 years) or **Into**University Student Associates (IU alumni). Our Student Opportunities programmes include Student Enrichment, Big City Bright Future, Khadija Saye Arts, Explore Oxbridge, and the Student Associate Network.

Opportunities offered by these programmes will include, but are not limited to, the following:

- corporate insight days
- work experience and internships
- careers workshops
- online workshops
- summer schools

# What will my main duties be?

## Programme development and delivery

- To support the Head of Student Opportunities and Programme Managers to manage, promote and deliver current opportunities throughout the network
- To work with the Student Opportunities Team to ensure that the high quality of the student opportunities programmes is maintained
- To lead delivery and provide staffing support for student opportunities across the **Into**University network as required (including travel to London and other cities)
- To work with the Programme Managers and support the delivery of our Explore Oxbridge programme as required
- To support the **Into**University centre teams to promote and deliver student opportunities and ensure students are aware of the benefit of taking part in opportunities
- Plan, coordinate and create resources for the student opportunities programmes
- To liaise directly with students to advertise, recruit, select and register students to support them to take part in student opportunities programmes
- To liaise directly with students to ensure there is a successful transition of IU students to the Associate Network and to track students from key programmes (e.g. Big City Bright Future) as they progress through university and into employment
- To work with the Head of Student Opportunities and Programme Managers to develop our student opportunities offer so that all student regardless of their geographical location can benefit from the opportunities we can offer
- To work with the Head of Student Opportunities and Programme Managers to develop a broad portfolio of opportunities for **Into**University students and Associates that cover a wide variety of professions and sectors
- To liaise directly with students and support the Head of Student Opportunities and Student Opportunities Manager to ensure that all student opportunities fulfil 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)

## Partnership Management

- To attend meetings with external bodies as required, developing stakeholder relationships, and effectively coordinating and collaborating to deliver student opportunities
- To support the Head of Student Opportunities and Programme Managers to effectively steward relationships with partner organisations
- To work closely with **Into**University's Corporate Fundraising Team and the Head of Student Opportunities to ensure there is a joined up approach when working with our Corporate partners

## General

- To ensure programmes comply with 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 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**

**Into**University Head Office
95 Sirdar Road, London, W11 4EQ

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