Project Manager, Scotland
In early 2021, IntoUniversity will be opening three new learning centres in Scotland to deliver our education programme addressing underachievement and social exclusion. The centres will be launched in the heart of Glasgow and Edinburgh’s most disadvantaged communities and will work alongside local schools, universities and third sector organisations to provide students with academic support, pastoral care, one-to-one mentoring and practical advice to foster aspiration and ambition.

This project is a ground-breaking collaboration between the Universities of Glasgow and Edinburgh and education charity IntoUniversity, based upon a shared concern for children growing up in poverty and a shared belief in the power of education to transform young people’s lives.

At this exciting time in our evolution we are looking for a high-calibre candidate to act as a Project Manager for our work in Scotland. You will have responsibility for the development of the charity in Scotland, taking overall responsibility for the launch of three new centres in Glasgow and Edinburgh. The role will involve working closely with key stakeholders including the Universities of Glasgow and Edinburgh, local and national government, funders and schools.

From mid-2021, the role will develop in scope. When the centres are launched in 2021, you will line manage a newly appointed ‘Cluster Manager’ who will assume operational responsibility for the centres. At this point (continuing to have oversight of the Scotland centres) you will begin leading the development of other IntoUniversity centres, which may be in Scotland and the North East / North West of England.

To be effective in this role, you will have experience of managing projects and people and will have excellent written and oral communication skills. You will have a minimum 2.1 honours degree, and at least three years’ full-time paid experience working with children and young people in a relevant role, for example working as a teacher or youth worker.

The role will be fast-paced and challenging. Each day you will be contributing directly to the success of the charity and the transformation of the lives of some of the UK’s most disadvantaged young people. If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Dr Rachel Carr,
Chief Executive Officer and Co-Founder
Project Manager, Scotland

At a glance

<table>
<thead>
<tr>
<th>23 September 2019 (9am)</th>
<th>7 October 2019</th>
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<tr>
<td>Deadline for applications</td>
<td>Selection day in Scotland</td>
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<td>OR</td>
<td>Selection day in Scotland</td>
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<tr>
<th>6 January 2020</th>
<th>8 October 2019</th>
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<td>Start date</td>
<td>Selection day in London</td>
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Place of work
Glasgow and Edinburgh, with regular trips across the IntoUniversity network to London and other cities. You will be provided with office space at The University of Glasgow.

£35,000 - £40,000 per annum
Depending on qualifications and experience, plus employer’s pension contribution at 5%

37.5 hours, Monday to Friday
Some additional unsocial hours may be required.

Line management
You will be line managed by the Director of Operations/ Chief Strategy Officer

Staff benefits
- Generous pension scheme
- Perkbox membership – access to rewards and over 200 discounts at leading stores
- Staff in FOCUS – a month of rewards, competitions and prizes held each year
- Interest-free new starter loans of up to £1,000
- Summer working hours

25 days holiday
+ bank holidays
+ additional length of service entitlement (1 day per year of service)
+ additional 2 closure days at Christmas
Project Manager, Scotland

Training

For an appointee new to the charity, there will be a six-week training programme in London in January and February 2020 (support will be provided with accommodation and travel costs).

Continuing training opportunities will be provided as appropriate in role.

To apply

Please apply online by 9am on 23 September 2019. You can find the link to our online application system at: https://intouniversity.org/content/current-opportunities

When you apply you will be asked to upload a covering letter and CV.

1. **Covering letter**: Please tell us how your motivation, values, skills, experience and personal qualities demonstrate your suitability for the role (around 500 words).

2. **Current CV and the details of two referees**: This should include full education and employment history (including dates, with no gaps left unexplained). Please include your current or most recent employer as one of your referees. At least one of your referees should be contactable before appointment.
What will my main duties be?

- To take responsibility, with the full support of the Senior Management Team, for the strategic development of IntoUniversity in Scotland and then (from mid 2021) for the development of additional IntoUniversity centres in Scotland and the North of England.

- To undertake any necessary work required in connection with the registration of IntoUniversity with the Scottish Charity Regulator (OSCR).

- To work closely with the Senior Management Team and with the Development and the Widening Participation teams at the Universities of Glasgow and Edinburgh to carry out all the necessary steps to ensure the successful launch of three new IntoUniversity centres in Scotland in 2021, including:
  - developing relationships with and being the point of contact for all partners and stakeholders, including universities, local and national government, schools, corporates and third sector bodies;
  - being the key advocate and ambassador for the joint project;
  - carrying out research and feasibility work to identify and then secure sites for the three centres;
  - working with the IntoUniversity delivery team to make the necessary programme adaptations and producing programme resources for all strands of the IntoUniversity programme; and working with the Senior Management Team to set appropriate delivery targets in view of adaptations;
  - working with the delivery team to make necessary adaptations to the training programme;
  - preparing for and attending fundraising meetings and events as appropriate;
  - ensuring that all publicity, educational and administrative resources are fit for use in the Scottish education system;
  - reporting to the Chief Executive and the Trustees on the progress of IntoUniversity in Scotland; and
  - supporting the SMT with the full process of the recruitment of a Cluster Manager, Centre Leaders and Graduate Trainee Education Workers, including assessing application forms, organising selection days, helping to shortlist candidates and supporting with delivering the graduate training programme.

- To oversee the successful setting up of the three new IntoUniversity centres in Scotland in 2021 including rolling-out the educational programme and setting in place policies and practices for the long-term development of the centres.
• To carry out the necessary planning and preparation to ensure that all three new centres achieve a successful first year of programme delivery against targets over the academic year, and to liaise with existing schools and other partner bodies.

• To line-manage the new Cluster Manager when they are recruited and in post.

• When the Scotland project is operational (by mid 2021), you will delegate the day-to-day operational management of the centres in Scotland to the Cluster Manager and work with the charity’s senior managers and set-up team on the development of new IntoUniversity Centres elsewhere in Scotland and in the North of England. (The location of these centres will depend upon university and other funding partnerships that are being developed over 2019-20.)

• Working with the Head of Safeguarding and other operational managers to ensure the charity’s safeguarding procedures are implemented to the highest possible standards.

• To ensure that the ethos and values of the charity are maintained at all times.
Project Manager, Scotland

Who are we looking for?

Selection criteria

- Have completed an undergraduate degree to a 2:1 or higher level (or a PGDE/ PGCE in addition to a 2:2 degree)
- Have achieved a Standard Grade 1 or 2 in Maths and English/ a grade C or higher in GCSE Maths and English (or equivalent)
- Be able to demonstrate passion for the ethos and values of the charity
- Have a minimum of three years’ full-time paid or voluntary experience working with children and young people
- Have a minimum of two years’ experience of people management and/or project management. For example, a qualified teacher might have experience leading a subject stream or holding a whole-school responsibility
- Have highly effective time management and organisational skills, and have the ability to implement the IntoUniversity programme
- Have excellent written and verbal communication skills
- Be able to demonstrate efficiency, creativity and enterprise
- Be able to demonstrate effective leadership qualities and the potential to develop as a leader
- Be able to communicate the ethos and value of the IntoUniversity programme to a range of audiences, including schools, university volunteers and other partners where necessary
- Be able to demonstrate a positive ‘we can’ ethos when responding to challenges
- Be able to manage, oversee, plan and deliver activities for children and young people, taking into account their pastoral and academic needs
- Be ambitious, enthusiastic, driven and committed to leading a thriving and successful IntoUniversity programme
- Be very highly self-motivated and able to prioritise and identify tasks
• Be excellent at interacting with and motivating children and young people and be able to model effective behaviour management in classroom settings

• 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 the ability to work extremely effectively under pressure, meeting tight deadlines

• Be able to demonstrate flexibility and commitment to taking a full and active part in the development of the charity, for example participation at Cluster Manager meetings

• Have experience of safeguarding young people and implementing safeguarding practice in an educational setting

• Be able to carry out professional and effective monitoring and evaluation

• Be highly computer literate and conversant with Word, Excel etc.

• Have (or demonstrate the ability to acquire quickly) a good working knowledge of the Scottish school and college system and the Higher Education sector

• Ideally have experience of confidently negotiating with a variety of stakeholders, for example headteachers, funders and universities

• Ideally have experience of working with databases

• Ideally have experience of programme review and development

• Ideally have experience of managing a budget and administering petty cash