

Centre Leaders Edinburgh and Glasgow

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 that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **Into**University provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. From Spring 2021 we will have thirty-four centres and extension projects across the country, with ambitious plans to scale-up our provision further over the coming years

We have vacancies for two high-calibre candidates to take up a permanent role as **Centre Leader** at one of our two new **Into**University centres in Edinburgh and Glasgow. You will have responsibility for setting up, launching and running your **Into**University centre, including managing your team, planning and delivering the programme, liaising with external stakeholders (including our university partners) and meeting **Into**University's targets for delivery. However, 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, **Into**University 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 and/or male candidates as they are currently under-represented within **Into**University.

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.

Thank you very much for your interest and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr, Chief Executive Officer and Co-Founder

Centre Leaders

Edinburgh and Glasgow

At a glance

Vacancies in

Edinburgh
Glasgow

Contract

Permanent

Start date

11th January 2021

Start date is subject to change depending on COVID-19 restrictions

£28,600 per annum

9:30am – 6:00pm

Some additional weekend & unsocial hours will be required.

Annual leave

33 days (including bank and public holidays)
+ additional 2 closure days at Christmas
+ additional length of service entitlement

Staff benefits

- Generous pension scheme
- Employee Assistance Programme
- Staff in FOCUS – annual rewards, competitions and prizes
- Summer working hours
- Interest-free new starter loans of up to £1,000

Training

- Seven-week training programme in January 2021. Training will take place as a blend of remote learning with some in-centre training too. Unfortunately, due to the COVID-19 crisis we can't currently confirm the full details of the training, but we'll make sure that you're provided with support for accommodation and travel costs if you're not based in the city the training is held.
- Specific training for Centre Leaders
- Continuing training opportunities provided as appropriate in role

Monday 19 October (9am)

Application deadline

Tuesday 27th October

Selection day

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How will COVID-19 affect my application?

We are delighted that our centres have reopened in line with government guidelines. Nevertheless, we recognise that the circumstances may change and bring additional challenges for how we recruit and train new staff. The structure and timeline of the selection process, start date and training programme set out below are therefore subject to change. We'll keep you updated during the selection process.

We also recognise that some applicants may not have access to a computer to complete the online application form. If that's the case for you, please do get in touch with us on jobs@intouniversity.org or call 020 7243 0242 to speak to our HR team, and we'll work with you to receive your application in another format.

To apply

Please note that we are looking for a candidate who is willing to commit to this role for a minimum of two years.

Please apply online by **9am on Monday 19 October**. 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 answer some short questions and to upload the following:

1. **Covering letter:** Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role. (Not more than 600 words.)
2. **Current CV and the details of two referees** (to be contacted upon successful appointment to the role). This should include full education and employment history (including dates, with no gaps left unexplained).
3. **For external candidates only:** an observation assessing your delivery with children or young people.

The observation assessing your delivery with children or young people that you submit with your application should be from your current or previous employment. If you are a teacher, you may submit a formal observation from a school and then list two named referees on your CV whom we can contact if you are shortlisted. If you have non-teaching experience, this observation should take the form of one of your listed referee's formal consideration of the effectiveness of your delivery with children or young people.

We will be in touch with candidates after the application deadline with details of a short video presentation to be completed by **9am on Wednesday 21 October** – this will just take a few minutes. If you think that you won't have time to complete this between the application deadline and this date, please get in touch and we can make arrangements for you to submit this earlier.

Please note that you will be subject to a Disclosure Scotland PVG check if selected for this role. The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of Disclosure Scotland's code of practice [here](#).

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What will my main duties be?

- To ensure that the ethos and values of the charity are maintained in the **Into**University centre.
- To create and oversee relationships with local education providers.
- To act as the main point of contact with our university partner and other key stakeholders.
- To oversee the successful delivery of our educational programme at one of our centres using positive behaviour management and adhering to the **Into**University 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.
- To lead the staff team at the centre, generating a positive working environment and ethos and ensuring that the team are well motivated, are managing their workloads effectively, and are providing a high quality service.

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- 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 provide input into the staff probationary and appraisal processes.
- To ensure that **Into**University policies and procedures are met and regularly reviewed at the centre.
- To take responsibility for petty cash.
- To take responsibility for an additional area of the charity's work – to be agreed on appointment.
- To play a full part in delivering the training of the Youth Development Interns (or equivalent).
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Health & Safety and Working with Vulnerable Groups.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

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Who are we looking for?

Successful applicants will:

- Have completed an undergraduate degree with a minimum 2.1 result (or a PGCE in addition to a 2:2 degree).
- EITHER a minimum of 18 months full-time paid experience working in a delivery role at **IntoUniversity**; OR a minimum of 2 years full-time paid or voluntary experience working with children and young people, either at **IntoUniversity**, or external organisations, or a combination of both. *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 achieved grade C or higher in GCSE/National 5s or Standard Grade at Credit Level (grades 1 -2) Maths and English (or equivalent).
- Be able to demonstrate passion for the ethos and values of the charity.
- Have highly effective time management skills.
- Have excellent written and verbal communication skills.
- Be able to demonstrate highly effective organisation and have the ability to implement the **IntoUniversity** programme.
- 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 lead successfully the day-to-day running of an education centre.

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- Be able to demonstrate flexibility and commitment to taking a full and active part in the development of the charity, for example, participation at monthly cross-centre leadership meetings.
- Ideally have experience of working with databases.
- Be able to carry out professional and effective monitoring and evaluation.
- Be highly computer literate and conversant with Word, Excel etc.
- Have experience of taking responsibility for petty cash.
- Have experience of confidently negotiating with a variety of stakeholders, for example: head teachers, funders, universities.
- Ideally have previous experience of managing teams.
- Ideally have previous experience of managing multiple projects.
- Ideally have experience of, or demonstrable understanding of, the Scottish education system