

IntoUniversity

Adult and Family Learning Manager

Glasgow / Edinburgh

May 2024

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 **IntoUniversity** and its current CEO.

We're an award-winning charity that runs local learning centres in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential.

As the UK's leading university access organisation, our staff team is helping thousands of young people each year. We have forty-one centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

We are looking for a high-calibre candidate to take up a fixed-term role of Adult and Family Learning Manager, working across our centres in Govan and Maryhill (Glasgow) and Craigmillar (Edinburgh).

This is a new and exciting role at the charity, focussing on how we can offer additional impactful support in the local communities in which our Scotland centres are based. The post holder will work in close collaboration with colleagues at the Universities of Edinburgh and Glasgow.

The pilot will focus on supporting the parents, carers and families of young people accessing the centres, with the potential for this to extend to wider adults in the community. You will lead the pilot project, developing a programme tailored according to and with an understanding of the different communities in which it will be offered. You will lead on programme delivery and evaluating the impact of the project.

Working with colleagues based at the three centres, you will provide a range of activities which will support parents and carers to support their children in their learning, develop their own skills and knowledge around employment and education, and provide a range of family learning activities to engage the whole family together.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with families, 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 **IntoUniversity**.

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.

A handwritten signature in black ink that reads "Rachel Carr".

Please contact jobs@intouniversity.org for more information

The role at a glance



The role at a glance

Contract

Full-time, fixed term until 31 August 2025, with the potential for extension

Start date

As soon as possible

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)

Programme delivery staff are based at one of our **IntoUniversity** learning centres and work directly with young people and families on a regular basis. Therefore the role is based full-time in our centres.

The Adult and Family Learning Manager may choose to work from home for up to two days each month, dependent on operational requirements.

Salary

£33,800 per annum (with a further pay increase for 2024/25)

Location

One of the **IntoUniversity** centres in Glasgow or Edinburgh.

(There will be frequent travel between Glasgow and Edinburgh for this role)

Annual leave

33 days (inc bank & public holidays)
+ additional 2 closure days in December and 1 in July
+ additional length of service entitlement
(one day per year of service, up to 5 days)

Staff benefits

- Employer pension contributions of 6% (and up to 8% after two years)
- Year round 'early finish' Fridays at 4.30pm
- Employee Assistance Programme
- Life Assurance
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

Please contact jobs@intouniversity.org for more information

Key Dates

Closing date

9am Thursday 16th
May

Interviews

The first stage interviews are likely to be Wednesday 22nd May (afternoon)



Vetting and training

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates 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](#).



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 your role at IntoUniversity.

You'll take part in an initial manager training programme which will take place locally in Scotland. There will also be some opportunity to visit and attend training in other locations across the IntoUniversity network. **External appointees will take part in further training in August 2024.** The postholder would join relevant parts of our established training programme alongside our Graduate Scheme cohort. This training takes place in London and overnight stays will be required. Support with accommodation and travel costs will be provided during the training periods.

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



Application and selection process

The first stage is to complete our online application form by **9am Thursday 16th May**.

You can find the link to the online application form [here](#).

You will be asked to:

1. Upload your 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. 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.

4. For external candidates only: complete a very short video presentation before the application deadline.

Please click on the link found in the online application form, which will take you to the MyInterview platform to complete your video presentation. When you click on the link you will be able to read full guidance on how to complete this task. If you have any specific requirements or need adjustments in order to access the task or to perform to the best of your ability, then please don't hesitate to get in touch with us at jobs@intouniversity.org or call 020 7243 0242 and ask to speak to a member of the HR Team.

We will invite shortlisted candidates to a first stage interview with senior IntoUniversity colleagues.

All those invited will participate in a panel interview and individual activities. You can read about the qualities that we're looking for on the following pages of this job description.

If candidates are successful following the first stage interview, there will then be a second stage interview with representatives from our university partners.

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>



**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.**

Talent:

At **Into**University, we value and recognise the talent of every person.

Are you someone who enjoys motivating others by reinforcing their self-belief? We need staff who will believe in our parents and carers and support them to succeed. You will be ambitious to enhance your own professional development and to support the professional development of your team members. You will also have effective leadership qualities and the potential to develop as a leader.

Quality:

At **Into**University, we complete everything to the highest possible standard

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 highly effective organisation and time management skills, and be able to carry out effective monitoring and evaluation.

Compassion:

At **Into**University, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? We need leaders who can motivate and interact positively with parents and carers as well as with colleagues and stakeholders. You will be attuned to the pastoral needs of our parents and carers alongside supporting their learning in the classroom. You will also manage members of staff and volunteers compassionately and constructively.

Aspiration:

At **Into**University, we behave aspirationally and positively

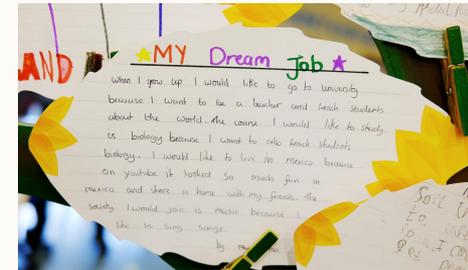
Are you someone who has a positive outlook? We need team members to make learning come alive. You will also need excellent communication skills to be able to communicate the ethos and value of the **Into**University programme to a range of audiences including parents and carers, university partners and volunteers.

Teamwork:

At **Into**University, we promote teamwork and togetherness

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality.

You will be supportive of colleagues, students and stakeholders and committed to building an inclusive culture in which everyone is valued for the unique people they are.



Eligibility for the role

We are also looking for an 12 - month commitment from the successful candidate in this role.

In order to be eligible for the Adult and Family Learning Manager role, applicants will:

- Have completed an undergraduate degree to a 2.2 or higher.
 - Have achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English / achieved a grade C/ grade 4 or higher in GCSE Maths and English (or equivalent).
 - Have EITHER a minimum of 18 months full-time paid experience working in a delivery role at **Into**University; OR a minimum of 2 years full-time paid or voluntary experience working in service delivery, for example with adults and/or 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 parents and carers support their children and make decisions about their own education; and have knowledge of national developments in H.E. and their impact on groups traditionally underrepresented in H.E.
 - Have experience of confidently collaborating with a range of stakeholders, for example: teachers, universities, voluntary and community sector organisations
- 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



Please contact jobs@intouniversity.org for more information

The main duties of the role



What will my main duties be?

The postholder will work closely with staff based at the three Scotland **Into**University centres, as well as planning work in close collaboration with colleagues at the Universities of Edinburgh and Glasgow, linking in with other related university work.

Programme design

- To design, with the support of your line manager and with collaborative input from university partners, a programme offer for parents and carers which support them to support their children in their learning, develop their own skills and knowledge around employment and education, and provide a range of family learning activities to engage the whole family together.
- To tailor the programme according to and with an understanding of the different communities in which it will be offered and catering for their specific needs at each **Into**University centre
- To utilise existing research and resources across the **Into**University network to inform programme design choices

(**Into**University already provides some (limited) support for parents and carers accessing our programmes via community events and ‘Learning Together’ family learning sessions, for example).

Programme delivery

To oversee the successful delivery of an educational programme for Parents, Carers and Families at our three Scotland centres including:

- To ensure that the ethos and values of the charity are maintained in the **Into**University Adult and Family programme.
- To act as the Designated Safeguarding Officer for the Adult and Family programme (full training and support will be provided).
- To provide a range of activities for parent and carers and families.

For example, this may include: a structured programme of ‘Reading Together’ sessions to support the development of primary-aged children’s literacy, enhance their love of reading and boost the confidence of parents/carers in supporting their reading skills; ‘How can I support ...’ sessions helping parents/carers to support with specific primary school subject areas and topics; one-to-one and group IAG sessions re adult access to education and re supporting young people’s choices; offsite trips, including to visit universities; workshops on a range of topics eg coping with transition points; informal drop-in and chat slots

- To take the lead to recruit and retain parents and carers to the programme
- To take responsibility for the programme budget

What will my main duties be? (continued)

Quality, monitoring and evaluation

- To ensure that the high quality of the educational programme is maintained, targets are reached and that the pastoral needs of the participants are met.
- To oversee the administration and day-to-day running of the Adult and Family programme, including, for example ensuring Salesforce database records and monitoring requirements are kept up to date.
- To monitor and evaluate the pilot programme

Stakeholder relationships

- To work collaboratively with teams at the Universities of Edinburgh and Glasgow to develop and deliver the programme
- To develop and oversee relationships with other local stakeholders, this may include: schools; voluntary and community sector organisations; local education providers for adults

General duties

- To ensure that **IntoUniversity** policies and procedures are met and regularly reviewed.
- 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.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Please note: in time this role may include line management responsibilities



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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