

Education Pathways Universities Lead

Job applicant
pack

August 2026



Refugee Education UK

Thank you for considering a role at REUK

“At Refugee Education UK (REUK), we’re all about equipping young refugees to build positive futures by thriving in education.

As we endeavour to build a kind and competent team, we recognise that a candidate's previous experiences, exam grades and job titles are not the full picture and therefore consider the impact of the context in which a candidate has worked or studied. We are committed to tackling the barriers which prevent people from accessing and enjoying equal opportunities and are doing our best to become a more actively anti-racist organisation.

Please read on to find out more about this particular role and do get in touch if you'd like to chat things over before applying.

Thank you for your interest in joining our team.”

Catherine Gladwell, CEO

Key details

Job title	Education Pathways Universities Lead
Hours	Full time or 4 days per week
Salary	Band B (range £41,200 - £49,440) (NB as per REUK's remuneration policy, a post holder would ordinarily start towards the bottom of the band - precise start point determined by experience - and progress up the band increments year on year)
Contract	One year with potential extension
Location	REUK's Head Office in North West London. The post holder will be expected to work in-person at least 3 days per week. Regular travel to locations across the UK will be required, and the post-holder must be willing to travel internationally occasionally if needed.
Reports to	Education Pathways Lead
Closing date	9am Wednesday 2nd September 2026 Interviews for shortlisted candidates will be held week beginning 7th September with a view to starting as quickly as possible.
How to apply	See page 21 of this applicant pack. (Please ensure that you have fully read this applicant pack before applying.)
Other essential information	Please note that you must have the right to work in the UK for the duration of this contract. As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake a DBS check and all those invited to interview will be required to complete a self disclosure and provide reference details.

An introduction to REUK

An overview of
REUK's work,
values and ethos

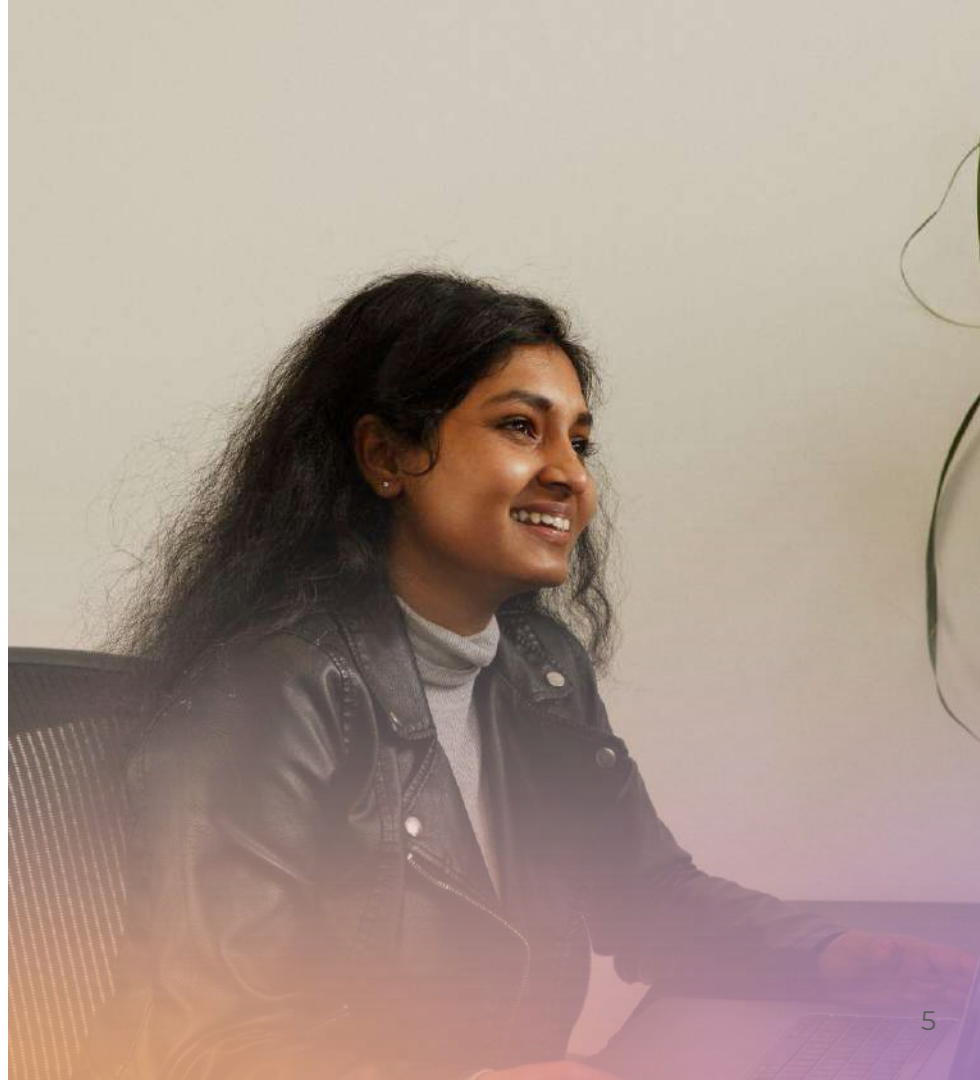
Our mission

At [Refugee Education UK](#) we are working towards a world where all refugee and asylum-seeking children and young people can access education, thrive in education, and use that education to create a hopeful, brighter future.

Our work is structured around three key goals - doing all we can so that, as a result of our efforts:

- **Young refugees will be better able to access education, from primary school to university**
- **Young refugees will achieve better academic and psychosocial outcomes**
- **Education systems will be environments where young refugees are welcomed and enabled to thrive**

REUK has grown from a small volunteer-led local project into a national organisation supporting thousands of refugee and asylum-seeking children and young people across the UK every year.



Our work

In order to achieve our goals, our work is organised around 3 core pillars:

Education Access: This pillar brings together our work getting refugee children and young people through the door of education in the UK, from primary school to university, and incorporates our national education advice line and our access to schools, further education and higher education streams of work.

Education Thriving: This pillar brings together our work supporting refugee children and young people to thrive academically and psychosocially once in education, and incorporates our education orientation programmes, educational mentoring, study clubs and social and emotional learning.

Education Change: This pillar brings together our work influencing policies, structures and improving educational practice, and incorporates our research, youth leadership and advocacy, policy and training.

Our ethos

REUK was started as a small, local project in north west London by a group of volunteers from a local church who believed that one of the practical outworkings of the Christian faith is to welcome, dignify and support those who have been displaced.

Today, as a national charity, we remain committed to the importance and relevance of our Christian ethos in our values, behaviours and decision-making.

We respect the role of faith in people's lives and enjoy learning from the wide range of beliefs and religious backgrounds represented by our diverse staff team. We work indiscriminately with young refugees from all faith backgrounds and none.

Our values

Our team is united around the values which underpin our work:

A foundation of hope

We have a deeply held belief in hope – in good times and in bad - and invest in education as a practical demonstration of our belief in the potential for hopeful futures.

Valuing the individual

We believe that each person is precious and should be treated with kindness and dignity. We honour and respect everyone we work with – young people, colleagues and other professionals - and practice self care within our team, doing our best to work from place of rest and peace.

Changing the landscape

We know that structural change is needed. Together with the young people we work with, and have worked with, we conduct research, make policy recommendations and train others – in the hope that one day our work will no longer be needed.



About the Education Pathways Universities Lead role

Role outcomes
and person
specification

Role background and overview

Thank you for your interest in joining Refugee Education UK (REUK) as our Education Pathways Universities Lead. Reporting to the Education Pathways Lead, this exciting new role sits within REUK's Education Pathways work. This has been in a pilot phase for the last few years and is rapidly growing now that the UK government has made a commitment to expanding safe and legal routes to higher education in the UK for refugee students.

Higher education provides a transformative pathway for refugee youth, but establishing sustainable institutional access routes requires systemic collaboration. This role will lead the growth, formalisation, and management of university partnerships required to make an education pathway to the UK grow and flourish. You will oversee the complete partnership lifecycle: from university outreach and onboarding (including negotiating formal agreements at senior level), to enabling the formation of campus welcome groups, leading on initial and ongoing university and welcome group training and support, and monitoring and improving all university-facing processes within the pathway.

The postholder will work alongside a newly created Students Lead role, enabling you to focus on the institution-facing workstreams, while student-facing onboarding, welfare, and direct casework are handled by your counterpart.

This is a critical role within a small, high-capacity specialist unit within REUK. Because this is an emerging and new area of work you must be comfortable working with risk and ambiguity, refining and learning rapidly as parameters evolve. You will be an allrounder - as comfortable presenting to university executive boards and Vice-Chancellors as you are drafting MoUs, establishing Terms of Reference, organising and facilitating institutional training, and handling complex partnership operations independently.

Role outcome 1:

UK universities actively partner with REUK to create, expand, and sustain dedicated safe and legal education pathways for displaced students

To this end, key responsibilities include:

- Developing and executing a national university engagement strategy to identify, pitch to, and secure new partner universities across the UK higher education sector.
- Engaging directly with key university representatives - including Vice-Chancellors, Pro-Vice-Chancellors, Heads of Admissions, Sanctuary staff and key academics - to build institutional buy-in and secure long-term commitment to refugee education pathways.
- Negotiating university support packages, including as appropriate fee waivers, scholarship or bursary structures, and accommodation commitments.
- Nurturing and strategically managing existing university partnerships to ensure institutional sustainability, high-level engagement, and year-on-year growth in pathway placements.
- Representing REUK where appropriate in sector-wide higher education networks and working groups on displaced student pathways.

Role outcome 2:

Partner universities establish institutional frameworks, well-trained staff networks and campus welcome groups to receive refugee education pathway learners

To this end, key responsibilities include:

- Guiding universities in establishing and structuring sustainable on-campus welcome groups (bringing together university staff and students) to support the welcome and integration of education pathway students.
- Designing and delivering high quality training sessions for on-campus welcome groups and other key staff members.
- Developing practical toolkits, guides, and frameworks for university staff to accompany above training.
- Collaborating with the Students Lead to ensure campus welcome structures integrate with REUK's student support mechanisms.
- Advocating within partner institutions for structural policy improvements (e.g. contextual admissions and flexible documentation policies).

Role outcome 3:

University partnership
governance, agreements,
and operational systems
run effectively and
efficiently

To this end, key responsibilities include:

- Drafting, negotiating, and finalizing formal Memoranda of Understanding (MoUs), Terms of Reference (ToRs), and operational service agreements with partner universities.
- Managing all administrative and governance aspects of university partnerships independently, including contract tracking, partnership reviews, and operational timelines without junior admin support.
- Coordinating institutional admissions frameworks and placement quotas with university registry and admissions departments.
- Serving as the primary point of contact for senior university leads when strategic, structural, or other partnership challenges arise
- Maintaining robust data systems and records relating to university commitments, funding allocations, and institutional agreements.

Role outcome 4:

REUK's Education Pathways university partnerships work is robustly evaluated, financially sustainable, and aligned with REUK's broader strategy

To this end, key responsibilities include:

- Reporting directly to the Education Pathways Lead on partnership growth, institutional engagement metrics, and strategic pathway goals.
- Working in close alignment with the StudentsLead to ensure institutional frameworks effectively support cohort needs and programme delivery.
- Collecting sector data, university feedback, and institutional metrics to demonstrate impact to funders, university boards, REUK's board of trustees, and government stakeholders.
- Supporting grant reporting and budget management related to university pathway expansion and partner development.
- Feeding operational insights from university partnerships into REUK's broader research, policy, and systemic change initiatives.

Person specification

To deliver the role's outcomes, the postholder will be required to possess the following competencies (skills, behaviours and experience)

Person specification (required competencies)

Although each role requires particular competencies (see 4 below), we seek staff members - irrespective of role - who are willing and able to demonstrate core competencies related to 1) character and values, 2) personal working style and 3) team working.

1) Character and values

- **Integrity:** Earns trust, maintains confidences, speaks plainly, truthfully and kindly, takes responsibility and apologises for their mistakes and demonstrates humble confidence.
- **Values-led:** Is able to articulate their own values and is aligned with REUK's values (a foundation of hope, valuing the individual and changing the landscape).
- **Willing and able to lead in line with REUK's Christian ethos:** Whether Christian or not, understands and engages with the importance and relevance of REUK's Christian ethos in our values, behaviours and decision-making. Ensures that REUK's Christian ethos is embedded and outworked in all aspects of REUK's work
- **Mission-driven:** Is committed to and motivated by REUK's mission of enabling young refugees to build positive futures by thriving in education, seeking to ensure that young people's perspectives are heard and valued.
- **Stewardship:** Appreciates and honours the mission and resources that have been entrusted to our team, seeking to be wise and generous stewards of our time, money, gifts and skills.

2) Personal working style

- **Self care:** recognises their limitations and has developed and practices effective self care to avoid burnout, including the ability to maintain appropriate boundaries in order to keep workload at a sustainable level.
- **Self management and prioritisation:** plans their time well, displays flexibility and prioritises wisely when juggling competing tasks, deadlines and work streams, manages high pressure situations and maintains attention to detail while keeping sight of the bigger picture.
- **Self-awareness:** works well independently, asks appropriate questions to make evidence-informed decisions and is confident to make such decisions on their own whilst recognising when it is appropriate to seek advice, input and/or support from others.
- **Motivation:** committed to excellence and seeking to work to the best of their ability for the benefit of REUK and those we serve.

3) Team working

- **Contributes to a kind, other-focussed organisational culture** by taking time to build relationships with colleagues, speaking affirmingly of others, being helpful, kind, generous and sensitive to their needs, celebrating and enjoying life together, and participating actively in relevant meetings.
- **Communication skills:** Communicates clearly, appropriately, promptly and warmly - both verbally and in writing.
- **Cultural competency:** Is sensitive to cultural differences and behaves respectfully and appropriately in a multicultural team.
- **Willing and able to work in line with REUK's brand and our policies and procedures,** including safeguarding, EDI (equality, diversity and inclusion) and data protection.
- **Ability (or willingness to learn how) to use the technology required for effective team working,** including email, online meeting forums, shared calendars and drives and case management tools.
- **Mutual coachability:** Gives and receives constructive feedback kindly, calmly, honestly and humbly, demonstrating a willingness to learn and grow personally and to invest in the development of others.

4) Role-specific competencies

- **Higher Education sector expertise:** Deep understanding of UK university governance, executive structures, admissions procedures, international frameworks, and sanctuary initiatives.
- **Senior stakeholder engagement and negotiation:** Proven track record of engaging and influencing senior decision-makers within universities.
- **Partnership governance:** Demonstrated experience drafting, negotiating, and executing formal and operational agreements, including MoUs and ToRs.
- **Facilitation and training:** Strong training and facilitation skills, with a track record of designing and delivering workshops and guidance, ideally within the higher education or refugee education sectors
- **Operational self-sufficiency:** Outstanding organisational skills with the ability to manage high-level administration, systems setup, and contract management independently without administrative support.
- **Knowledge of education pathway models:** Familiarity with international refugee education pathway models (such as Canada's WUSC; Australia's RSSP/SkillPath and or others operating in Japan, Italy, Ireland etc).
- **Knowledge and understanding of refugee tertiary education:** Strong understanding of the systemic barriers faced by refugee students in higher education both in the UK and in first countries of asylum.
- **Interpersonal skills:** An ability to build and maintain positive, warm and confidence inspiring working relationships with internal colleagues and external partners and stakeholders, including in complex situations.
- **Communications:** Outstanding verbal and written communication skills, including ability to appropriately communicate nuance and complexity; confidence communicating with and presenting to high level audiences.

Terms, conditions and how to apply

Equality, inclusion and representation

We are an equal opportunities employer and we want **all** staff members to know that they are welcomed, respected and included at REUK, able to do their jobs free of discrimination.

At REUK we work with young people from forced migration backgrounds, the majority of whom have experienced racism.

We recognise the positive impacts for young people of engaging with professionals who represent them, both in terms of relevant lived experience and racial identity. Furthermore, we recognise the wider benefits of this diversity to REUK and want to play our part in addressing racial injustice within our sphere of influence.

Therefore, another key priority in our recruitment decision-making - in addition to our overarching goal of employing kind and competent people with integrity - is to increase the racial diversity of our team and to grow the number of those with lived experience of forced migration and/or lived experience of navigating the educational and wellbeing barriers regularly faced by the young people we serve.

Promoting equality and inclusion in our recruitment processes

As we endeavour to build a kind and competent team which better represents the young people we serve, both in terms of lived experience of forced migration and racial diversity, we recognise that not everyone will have had equal opportunities to access and thrive in prior education and employment and that exam grades and previous job titles are not therefore the full picture. We are committed to breaking down barriers to inclusion by making our recruitment processes as accessible and equitable as possible, including by involving a diverse range of perspectives in shortlisting, progressing as many people as possible to face-to-face interviews and offering appropriate on-the-job training and support to new joiners.

If you require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in your cover letter or get in touch with Emily Bowerman, Deputy Chief Executive, (via jobs@reuk.org) to discuss further.



How to apply

Apply by 9am Wednesday 2nd September 2026. Please submit your CV and responses to these questions [via CharityJob](#).

1. Why you would like to work at REUK generally and undertake this role specifically? (Max 300 words)
2. Why you think your skills and experience make you a good candidate for this specific role (with reference to the role-specific competencies outlined on page 17)? (Max 500 words)

On CharityJob, we will also ask you to:

- state your current notice period/when you would be available to start the job if you would offered it,
- tell us if you would prefer to work 4 or 5 days per week,
- confirm that you can be in person in the London office at least 3 days per week and travel regularly across the UK,
- confirm that you have the legal right to work in the UK for the duration of this contract and that should you be invited to interview or offered the role, you can provide original documentary evidence or a Home Office share code to prove your right to work.

Generative AI

We understand that some candidates may choose to use generative AI tools to support their application. While this is acceptable, please note that we will run all applications through AI-detection software. Applications with very high indicators of AI-generated content will score lower, particularly where responses lack originality or personal insight. As this role involves producing high-quality written materials that reflect REUK's voice and values, the ability to write clearly and authentically without reliance on AI is essential.

Terms and conditions

For working location and salary please see Key Details at the beginning of this application pack. The package also includes **25 days annual leave** (pro rata for days and contract length), **a workplace pension** after 3 months of employment (**with 5% employer contribution**) and **health cover** following the successful completion of probation.

In line with our safer recruitment policy, the successful candidate will have to undertake a **DBS check** and all those invited to interview will be required to complete a declaration of suitability and provide references.

