INTOUNIVERSITY GRADUATE SCHEME

IntoUniversity Graduate Scheme

Craigmillar

August 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 for graduates who will **enjoy working each day with young people and who will thrive in a frontline, community-based, fast-paced and rewarding role**. You will be taking up a **permanent** role as an Education Worker on **Into**University's Graduate Scheme, helping to change the lives of young people.

We believe that our Graduate Scheme is one of the most exciting in the charity sector, an excellent career opportunity with **exceptional training** and hands-on experience, **opportunities for promotion**, and the chance to work with young people and colleagues who will **challenge and inspire you**.

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.

Rachel Carr

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

About Us

IntoUniversity 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.

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

The role
at a glance

IntoUniversity

The role at a glance

Contract
Full-time, permanent

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

Education Workers are based at one of our **Into**University learning centres and work directly with young people, schools and families on a daily basis. It is therefore not a hybrid role and is based full-time in our centres.

Salary
£29,050 per annum

Location
We have a position available in Craigmillar

The role requires intermittent travel in your region (usually within the day) this can involve journeys times of 1 hour+. Occasional travel out of your local area e.g. to London is also required, this may include overnight stays.

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 Friday 11th September 2026

Interview Day (online)

Friday 18th September 2026

Please ensure that you are available on these dates

disability confident EMPLOYER

We are a Living Wage Employer

PROUD TO SUPPORT THE SUNFLOWER FOR INDIVIDUALS WITH HIDDEN DISABILITIES

Please contact jobs@intouniversity.org for more information

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)

What to expect on the Graduate scheme

How does the Graduate Scheme work?

You'll be joining our charity as a permanent member of the team.

Our Graduate Scheme provides two years of training and career development and we ask candidates to commit to staying with the charity for at least this duration.

After completing your **first year** of the programme there will be the opportunity for everyone on the graduate scheme to take on a new challenge and apply for a promotion to Senior Education Worker, subject to satisfactory performance in role.

And after you've completed the **two-year scheme**, you're guaranteed a position with us - our Graduate Scheme roles are permanent jobs.

New job roles and further promotions are regularly available - many of our Education Workers go on to become Centre Leaders running our centres, or take up promotion opportunities in central operational or Head Office roles. You can read more about the journeys of our some of our team **here**.

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

What to expect on the Graduate scheme (continued)

What could my day look like?

The Education Worker role is a fast-paced and rewarding role where no two weeks will look the same.
A typical day will have different activities, possibly spread between the **Into**University centre, partner schools and the offices of a corporate partner.

In the morning, you might be setting off with resources to run a workshop for sixth form students in their secondary school. In the afternoon you may be setting up the classroom ahead of running Primary Academic Support for young people in your **Into**University centre. On other days, you may be travelling to a corporate partner to run a business simulation workshop for 15 year-olds, or leading a group of final year primary school students on a campus visit for their graduation.

As an Education Worker, you'll always be delivering the programme as part of a larger team, which means that any delivery is always a team effort.

You can read lots more about our graduate scheme on our website here, including an example of a week in the life of an Education Worker.

Can I have a sneak peak?

Yes, you can!

Please check out this video of our centre in Brent. You can also do a virtual tour of our Haringey centre.

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

What to expect on the Graduate scheme (continued)

What training will I receive?

We will provide staff on our Graduate Programme with full, ongoing training to support you in your role and ensure you are confident and equipped to deliver the IntoUniversity programme and to work in the community with children and young people.

The training programme will **begin in January 2027 and up to four weeks for everyone on the scheme will be in-person in London**, whilst you learn everything you need to prepare you for working in an **Into**University centre. In this time you will also have the opportunity to network and learn from existing staff members from across all areas of the organisation, as well as getting to know your colleagues on the graduate scheme really well.

Further training sessions will take place both in regional centres and online and will include observations and team teaching in an **Into**University centre.

For those who are employed in a location outside of London, we'll provide you with London accommodation and support with the cost of travelling to and from home at weekends during this part of the training period.

Please do get in touch with us if you'd like more information about the training programme and how it will work for you.

Throughout the graduate scheme 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.

We will also provide you with ongoing training and professional development opportunities virtually and in-person at your local centre, in your regional cluster, and at our head office in London.

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

Application and selection process

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Application process

How do I apply?

The first stage is to complete our online application form before **9am** on **Friday 11th September 2026**. You can find the link to our application form **here**.

Throughout the application process, we will assess your suitability for the role against the 'Who we are looking for' section and the essential criteria, including your experience of working with young people and your delivery style.

In the form we'll ask you to complete details of your employment and education history, and we'll also ask you to:

- Write a supporting statement (maximum 500 words) about why you want to join our graduate scheme and how you meet the requirements of the role.
- Answer some short questions linked to our values (maximum 75 words).
- Submit video answers to two short questions, please find the link **here** to allow us to assess your delivery style.

We realise that our form takes a while to complete, and we're truly grateful for the time and effort that you put into this process. Your answers are really important to us, as we want to give every candidate the best possible chance to tell us about themselves and to contextualise their application.

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**

Inclusive Recruitment

We offer access to online pre-recorded IntoUniversity Insight and Application Coaching sessions for applicants from under-represented backgrounds as part of our commitment to making our recruitment processes more inclusive.

For further information on either of the pre-recorded webinars, please go to our website **here**.

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**.

You can read more about our values **here**.

Aspiration

Are you someone who has a positive outlook? We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

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 takes pride in their work and completes task 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 the graduate scheme, applicants must:

Have completed (by the time of starting) an undergraduate degree to a 2.2 or higher.

Have achieved a grade C / grade 4 or higher in GCSE Maths and English/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).

Have some previous experience (voluntary or paid) of working with children or young people.

Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

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**.

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

The main duties of the role

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What will my main duties be?

- **To work with your team to plan and deliver all parts of the IntoUniversity programme, including leading a group of 30 secondary students from the front, working with whole classes of primary-aged children and providing occasional one-to-one support.**
- To deliver the full **Into**University programme in your centre, and either to:
  - take responsibility, with full support, for one specific area of the **Into**University programme at your centre; either Primary or Secondary FOCUS or Mentoring. This might include, for example, taking the lead in planning FOCUS Weeks, training new mentors or liaising with your centre's Secondary Schools; or
  - take responsibility, with full support, for specific areas of the **Into**University programme in your Cluster. This might include planning, delivering and training volunteers for the Buddy programme, leading Cross-Centre events, or planning the Holiday FOCUS programme.
- To play an active role in your regional cluster of centres, ranging from providing occasional cover supporting programme delivery at another centre, to sharing resources and supporting a new team member.
- **To lead delivery of the IntoUniversity programme effectively to children and young people in different settings, including schools-based workshops, Academic Support sessions and educational visits. This includes positive behaviour management and adherence to the IntoUniversity safeguarding policy.**
- To assist with the organisation and delivery of the Academic Support, FOCUS and Mentoring Programmes.
- To assist **Into**University Centre Leaders in liaising with schools and other partner bodies, in organising the classroom and resources and in planning project delivery.
- To update and maintain **Into**University displays, publicity and resources.
- To prepare and set-up, with the centre team, the centre space including preparing resources and organising tables and chairs as necessary.
- To work with **Into**University Centre Leaders to recruit children and young people to the programme, including after-school Academic Support and FOCUS Weeks.
- To develop educational resources and worksheets for use across all **Into**University programmes.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Children and Young People (Scotland) Act, Safeguarding Vulnerable Groups Act, Protection of Vulnerable Groups (Scotland) Act, and legislation and policies related to Equal Opportunities 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: that there will be times throughout the year when you will be required to travel to London for meetings.

There will be times where items such as furniture need to be moved in all centres e.g. to set up the classroom. If you would like further information on this (including reasonable adjustments that could be implemented), please contact jobs@intouniversity.org

INTOUNIVERSITY
GRADUATE
SCHEME

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**

IntoUniversity Head Office
95 Sirdar Road, London, W11 4EQ

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(Scotland) Company Registration No. 6019150