

IntoUniversity Interim Assistant Director of Programmes and Delivery

June/July 2024

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive
& 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 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 include 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 52,000 young people each year at its 41 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 seeking a talented **Interim Assistant Director of Programmes and Delivery**, fully committed to our widening participation cause, to join the Senior Leadership Team for 8 months.

In your role, you will ensure that our centres are working effectively, that the **high quality of programme delivery to young people** is maintained across the network, and that targets are monitored and met. And of course, you will need to have a **genuine passion and enthusiasm for working with young people** and helping them achieve their ambitions.

As a member of our Senior Leadership Team you will also play an active and key role driving forward the broader objectives of the charity including its growth plans.

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 **IntoUniversity**.

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".

The role at a glance

Contract

This is an interim role from September 2024 to May 2025. This role can be either full-time or part-time (0.8 FTE) - responsibilities will be adjusted proportionally for part-time candidates.

Start date

September 2024 (or as otherwise agreed)

Working hours

09:00 to 17:30, Monday to Friday.

We are a delivery organisation providing frontline educational services for young people. The role will be based at one of our centres. We are an organisation with team members at different stages of their career, including many in their first roles: We are committed to nurturing talent and providing a developmental culture for all. Our central operations team works in-person 4 days per week (or 3 days for a 0.8 FTE staff member) with 1 day from home.

Location

The role could be based in one of the following offices, with regular travel: Bradford, Birmingham, Bristol, Clacton, Great Yarmouth, Hull, Kirkby, Leeds, Leicester, London, Manchester, Norwich, Nottingham, Weston-super-Mare.

Salary

£52,000 from September 2024.

Plus additional London contribution of £2,600 for London-based candidates.

Pro rata for part-time candidate.

Annual leave

36 days (33 days leave inc. bank & public holidays + 3 closure days, two in December and one in July)

+ up to 5 days additional length of service entitlement (one day per year of service, up to 5)

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 including access to medical and legal support
- Life Assurance scheme with AIG including SmartHealth service with access to 24/7 online GP appointments
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme
- Enhanced maternity, paternity, shared parental and adoption pay and sick pay allowances
- Staff in FOCUS – rewards, competitions and prizes across the year

Main duties of the role

Key responsibilities include:

The Interim Assistant Director of Programmes and Delivery is a Senior Leadership Team position within the charity and reports directly into the Chief Programmes Officer.

This role is for 8 months to support a transition period within the charity and while a review of the structure of our Programmes & Operations Department takes place.

The role is line management by our Chief Programmes Officer who is a member of the Senior Management Team.

Leadership, Line Management and centre operations

- To act as line manager for up to 4 Senior Operational staff who manage key areas of the programmes and operations of the charity.
- To maintain a high support and high performance culture that ensures staff are well supported in their roles and there is a culture of continuous learning and development
- To contribute to decision-making and to play an active part of the leadership of the organisation as a member of the charity's Senior Leadership Team
- To support the Chief Programmes Officer in overseeing the Senior Operations Team (which comprises of senior staff from across the charity) which has oversight of the running of IntoUniversity's learning centres and programme design, quality and effectiveness

Programme Management and Impact

- To work closely with the Chief Programmes Officer to oversee the successful operation of all IntoUniversity learning centres, being alert to potential risks to centres' operational effectiveness; ensuring that all centres are working effectively and delivering the education programme specified in the organisation's business plan
- To ensure the IntoUniversity programme is evaluated and reviewed on a regular basis, and that the staff team are supported to deliver the programme effectively and to a high-standard
- To ensure that IntoUniversity's programmes are delivering maximum impact for children and young people, and that the IntoUniversity programme and Theory of Change are thoroughly embedded
- To ensure that KPIs are monitored and met across the IntoUniversity network, liaising with staff across the organisation including the Director of Development to manage any stakeholder relationships
- To support the SLT and wider IntoUniversity team on all performance matters related to our programmes and partnerships
- To work closely with the Senior Management Team to ensure centres are delivering the IntoUniversity programme in line with the organisational budget and that centres are allocating resources carefully

Main duties of the role (continued)

Quality Assurance and Safeguarding

- To work closely with the Assistant Head of Operations (central functions) and Head of Programmes to ensure the quality of the **Into**University programme is maintained and our quality assurance systems are working effectively across the organisation
- To work as a member of the specialist **Into**University Safeguarding Team to identify areas of risk and mitigation and to support with the management of complex cases and ensure the organisation is aspiring for best practice at all times
- To work with the Head of Safeguarding and Operations to ensure that the charity is fully compliant with safeguarding policy and procedures

Operational and stakeholder management

- To maintain and strengthen relationships with current delivery partners and ensure high standards of engagement and reporting where this is required
- To play a lead role alongside the Senior Management Team to develop and strengthen multiple university partnerships, including attending Oversight Board meetings for university partners, preparing annual reports and attending university network events and working groups

Other duties

- To support with recruitment and onboarding of new staff across the charity including facilitating selection days and conducting interviews
- To attend and support the Data and Impact working group
- To ensure that the ethos, values and culture of the charity are maintained across all centres and staff teams, as well as playing a lead role in upholding and strengthening these values across the wider organisation
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide and fully supporting with the implementation of the charity's Diversity and Inclusion Strategy
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection, Health & Safety and Working with Vulnerable Groups
- To take on specific projects for the charity as appropriate
- Supporting the work of **Into**University in any other reasonable ways at the request of the Chief Executive and/or Trustees

Who we are looking for - demonstrating our values

Talent, Quality, Compassion, Aspiration and Teamwork.

Talent:

At **IntoUniversity**, 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 young people. You will also actively support the professional development of your team members.

Quality:

At **IntoUniversity**, we complete everything to the highest possible standard

Are you someone who is hard working and has the commitment to see things through? You will have a growth mindset and will be able to reflect on how to develop yourself as well as encourage others to consistently deliver to a high standard. You will also have highly effective organisational and time management skills.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? You will have an authentic belief in and understanding of the importance of our mission to the communities and young people we serve and its impact on wider society. We need senior managers who display a compassionate and thoughtful approach in all aspects of their role.

Aspiration:

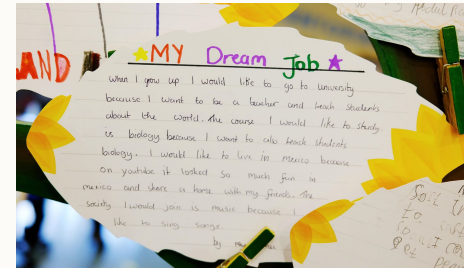
At **IntoUniversity**, we behave aspirationally and positively

Are you someone who has a positive outlook? You will have an authentic belief in and understanding of the importance of our mission to the communities and young people we serve and its impact on wider society. We need senior leaders who display a compassionate and thoughtful approach in all aspects of their role.

Teamwork:

At **IntoUniversity**, 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 work collegiately with colleagues and will maintain a high-support and high-performance ethos that ensures everyone can achieve in their roles and that there is a team culture of ongoing learning and development. You will also be happy to be hands-on and ready to roll your sleeves up for the team when needed.



Who we are looking for - your experience and expertise

We are looking for a candidate who has **demonstrable experience in a senior programmes role** and is excited by the challenge of leading a high-impact and successful operations team.

You will:

- Have substantial experience working with children and young people, or working on curriculum or development of programmes for young people (or a combination of both)
- Have substantial experience of team management, people management and high-level project management.
- Have experience of safeguarding young people and implementing safeguarding practice in an educational setting
- Be able to apply knowledge of the college system, 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 experience of confidently negotiating with a variety of stakeholders, for example headteachers, funders and universities
- Be a dedicated team player and people leader - someone with experience of line-management who can inspire, shape and develop teams comprising a mix of staff at different stages of their careers



Application and selection process

The first stage is to complete our application form [here](#) by **9am on Monday 15th July**.

You will be asked to upload::

1. A covering letter that sets out why you think this opportunity is the right move for you and, with reference to the criteria set out on the previous slides, how your, talents, skills, experience and ethos make you the ideal candidate for this role.

2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).

We will invite shortlisted candidates to attend interviews with our Chief Programmes Officer and Head of People and Culture. Interviews are planned for 19th July 2024.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check.

The charity's policy on the recruitment of ex-offenders can be found here, and you can find full details of DBS's code of practice [here](#).

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>



Please contact jobs@intouniversity.org for more information

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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IntoUniversity 

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