

# IntoUniversity Centre Leader

Leeds East

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 permanent role as Centre Leader at our **IntoUniversity** centre in Leeds East. You will have responsibility for running your **IntoUniversity** centre, including managing your team, planning and delivering the programme, liaising with external stakeholders and meeting **IntoUniversity's** targets for delivery. 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, 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**.

**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".

# The role at a glance



## The role at a glance

### Contract

Full-time, permanent

### Start date

29th July 2024

### Working hours

Monday: 9:30am – 6:00pm

Tuesday: 9am – 5:30pm

Wednesday: 9am – 5:30pm

Thursday: 9:30am – 6:00pm

Friday: 9am – 5:30pm

(Some additional weekend & unsocial hours will be required)

### Salary

£33,800 per annum

This will rise to £35,500 from 1st September 2024.

### Location

**Into**University Leeds East

St Aidan's Community Hall

Roundhay Road

Leeds

LS8 5QD

### Annual leave

33 days (inc bank & public holidays)

+ additional 2 closure days in December

+ 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)

– 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

– Year round 'early finish' Fridays at 4.30pm

– Summer working hours

– Cycle to Work Scheme

– Corporate eyecare scheme

## Key Dates

### Application deadline

9am on 23rd May 2024

### Interviews

These will likely take place on Tuesday 28th May (online)



## Vetting and training

### 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 ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).

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### 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 leading an **IntoUniversity** centre.

**You'll take part in a Centre Leader training programme** lasting up to one week in London, alongside other new Centre Leaders. Support with accommodation and travel costs will be provided during this training period.

**External appointees will take part in further training in summer 2024** lasting up to four weeks alongside members of our Graduate Scheme cohort in London. Support with accommodation and travel costs will be also provided during this training period.

**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](mailto: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 on Thursday 23rd May 2024**.

Please note that we will be assessing applications on a rolling basis and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.

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 **Into**University 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](mailto: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 interview**

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.

## 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](mailto: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 young people 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 children and young people as well as with colleagues and stakeholders. You will be attuned to the pastoral needs of our students alongside supporting their learning, and you will be able to model effective positive behaviour management in classroom settings. You will also manage members of staff and volunteers compassionately and constructively.

### Aspiration:

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

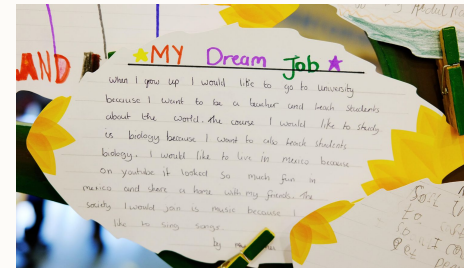
**Are you someone who has a positive outlook?** We need team members to be aspirational role models to our young people and to make learning come alive. You will also need excellent communication skills to be able to communicate the ethos and value of the **Into**University programme to a range of audiences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

### 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 a two year commitment from the successful candidate in this role.

### In order to be eligible for the Centre Leader role, applicants will:

- Have completed 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 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 with children and young people, either at **Into**University, 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 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 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: 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



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# The main duties of the role



## What will my main duties be?

**To lead the staff team at the centre, generating a positive and inclusive working environment and ethos and ensuring that the team are well motivated, are managing their workloads effectively, and are providing a high quality service.**

To ensure that the ethos and values of the charity are maintained in the **Into**University centre.

To act as the Centre's Designated Safeguarding Officer (full training and support will be provided to become the Designated Safeguarding Officer).

To create and oversee relationships with local education providers.

To oversee the successful delivery of our educational programme at the centre 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.

## What will my main duties be? (continued)

- 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 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 ensure that **Into**University policies and procedures are met and regularly reviewed at the centre.

To provide input into the staff probationary and appraisal processes with your Regional Operations Manager.

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.

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.



# Get in touch

If you would like to find out more  
please visit our website [www.intouniversity.org](http://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

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