

IntoUniversity Head of Operations (Scotland)

Glasgow / Edinburgh



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. From Autumn 2022 we will have thirty-nine 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 on the role of Head of Operations (Scotland). You will have responsibility for overseeing the charity's work in Scotland and will play a key role in leading further expansion of **IntoUniversity's** work in Scotland, including the development of new projects. You will be responsible for sustaining and developing the charity's complex range of partnerships and stakeholder relations, including with our key partners, Glasgow and Edinburgh Universities and with local and national government.

You will have substantial experience of managing projects and people and will have excellent written and oral communication skills. You will have a minimum 2.2 honours degree, and ideally three years' full-time paid experience working with children and young people in a relevant role, for example working as a teacher or youth worker.

The role will be fast-paced and challenging. Each day you will be contributing directly to the success of the charity and the transformation of the lives of some of Scotland's most disadvantaged young people. Flexibility, attention to detail and the ability to multi-task are all necessary for your day-to-day routine. You will be proactive and able to use your initiative at all times. You will have excellent organisational skills and be highly efficient.

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 signature is fluid and cursive, with a long, sweeping underline.

Please contact donna@awscharityjobs.com for more information

The role at a glance



The role at a glance

Contract

Permanent

Start date

As soon as possible, to be agreed with the candidate

Working hours

9:30am – 6:00pm
Monday to Friday

(Some additional weekend & unsocial hours will be required - where appropriate time off in lieu will be awarded)

Management

This post holder will be line managed by the Director of Operations / Chief Strategy Officer

Salary

£40,000

Location

Glasgow or Edinburgh with routine travel between both cities and regular trips across the IntoUniversity network in London and other UK cities

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

- Pension 5% employer contribution (after 3 months)
- Employee Assistance Programme
- 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

Key Dates

Application Deadline:
Tuesday 12th July 2022 at 12 noon

Interview Date: Thursday 4th August 2022 (in Glasgow)

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](#).



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.

External appointees will take part in further training in requiring weekday residence in London alongside members of our next Graduate Scheme cohort. Support with accommodation and travel costs will be 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.

Application and selection process



Application and selection process

The first stage is to contact Donna McKay at AWS Charity Jobs to arrange a confidential discussion about the post at donna@awscharityjobs.com

Suitable applicants will then be invited to submit an application with a CV and Covering letter by Tuesday 12th July 2022 at 12 noon.

You can find the link to the microsite at:

<https://awscharityjobs.com/micrositeheadofoperationsforintouniversity/>

When you apply you will be asked to upload a covering letter and CV.

1. Covering letter: Please tell us how your motivation, values, skills, experience and personal qualities demonstrate your suitability for the role (around 500 words)
2. Current CV and the details of two referees: This should include full education and employment history (including dates, with no gaps left unexplained). Please include your current or most recent employer as one of your referees. At least one of your referees should be contactable before appointment.

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 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 **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 and support them to succeed. 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. You will also be able to demonstrate efficiency, creativity and enterprise whilst implementing the **IntoUniversity** programme.

Compassion:

At **IntoUniversity**, 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. You will also manage members of staff compassionately and constructively.

Aspiration:

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

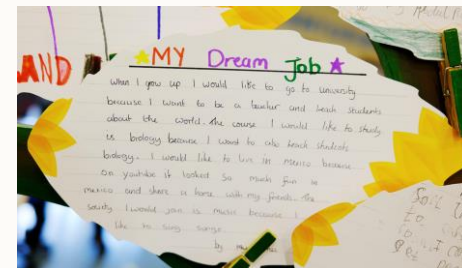
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when working under pressure. You will also need excellent communication skills to be able to communicate the ethos and value of the **IntoUniversity** programme to a range of audiences, including schools, universities and other partners.

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 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 criteria, qualifications and experience

Eligibility Criteria:

- Ideally have a minimum of three years' full-time paid or voluntary experience working with children and young people, or working on curriculum or programme development (or a combination of both)
- Have a minimum of one year's experience of people management and/or high-level project management; for example, a qualified teacher might have experience leading a subject stream or holding a whole-school responsibility

Qualifications:

- Have completed an undergraduate degree to a 2.2 or higher level
- Have achieved a grade C 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).

Experience:

- Have significant experience of managing teams
- To have experience of project management
- Ideally have experience of programme review and development
- Ideally have experience of safeguarding young people and implementing safeguarding practice
- Ideally have a good working knowledge of the Scottish school system and Higher Education sector



The main duties of the role



What will my main duties be?

Operational management

- To take responsibility, with the full support of the Senior Management Team, for the oversight and strategic development of **Into**University's three centres and other work in Scotland, including the development of new community-based programmes for groups including parents.
- To have oversight of the charity's centre in Newcastle, which is currently clustered with our three Scotland centres. (This clustering arrangement is likely to change in coming years as the charity develops further centres in NE England.)
- To attend meetings of the university partnership Oversight Board for the **Into**University Newcastle East centre, preparing reports as required.
- To ensure that the ethos and values of the charity are maintained across centres in Scotland and Newcastle.
- To act as direct line-manager for the Regional Operations Manager (Scotland) and the Centre Leader of the Newcastle East **Into**University Centre including ensuring that staff members in the team are properly managed and supported, and that specific training and development needs are met.
- To take full responsibility, working with the Regional Operations Manager (Scotland) to ensure that the high quality of **Into**University programme is maintained across Scotland and Newcastle, KPIs are monitored and met, and the pastoral needs of the children and young people are met.
- To work with the Senior Management Team and the Facilities team to take responsibility for Health and Safety at the centres in Scotland and Newcastle.

- To take charity-wide responsibility of a key area of the charity's work (the area of responsibility will be negotiated with the successful candidate, considering their particular skills, knowledge and experience alongside the needs of the charity.)

Stakeholder Management and Partnerships

- To maintain excellent links with key organisations / people in Scotland including Glasgow City Council, Edinburgh City Council, relevant MPs and MSPs, The Commissioner for Fair Access, The Scottish Funding Council, The Scottish Charity Regulator (OSCR).
- To be the key advocate and ambassador for **Into**University in Scotland.
- To prepare for and attend fundraising meetings and fundraising / stewardship events as required, working closely with the charity's fundraising teams and the development teams of our two university partners.
- To provide reports and reporting data for project partners and philanthropic supporters.
- To attend meetings of the university partnership Oversight Board for the **Into**University Scotland centres, preparing reports as required.
- To work closely with staff at the Widening Participation teams at the Universities of Glasgow and Edinburgh to ensure the effectiveness of the partnership.
- To work with the Corporate Fundraising team, university fundraising staff, the Regional Operations Manager (Scotland), and Scotland centre leaders to ensure that corporate partnerships are effective.

What will my main duties be? (continued)

Safeguarding and Compliance

- To work with the Safeguarding Team to ensure all safeguarding procedures and policies are implemented correctly at the centres in Scotland and Newcastle, and that the charity is fully compliant with safeguarding policy and procedures in Scotland (Scotland centres) and England (Newcastle centre).
- 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.

Inclusion

- To ensure that all publicity, and educational and administrative resources used by the **Into**University Scotland centres, are fit for use in Scottish educational contexts.
- To advise the Senior Management Team and other **Into**University staff on the relevant legislative and regulatory frameworks in Scotland, including guidance relating to COVID and possible future public health regulation in Scotland.
- To provide advice to the Senior Management Team on relevant policy and other developments within Scotland, including the OECD report recommendations, the Muir Report, Curriculum for Excellence reform and safeguarding policy reviews.
- To work with senior colleagues across the charity to ensure that the charity is a 'two-nations' organisation which embraces fully the Scottish and English dimensions of the charity's work.
- To report to the Senior Management Team and the Trustees on **Into**University's work in Scotland.

General

- To support with the recruitment across the charity of Centre Leaders and Graduate Education Workers including assessing application forms, organising selection days, inputting into shortlisting candidates and supporting with delivering the graduate training programme.
- 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,
call us on **020 7243 0242**
or email donna@awscharityjobs.com

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Registered Charity No. 1118525 (England and Wales) SC049776
(Scotland) Company Registration No. 6019150

