

UNIVERSIFY PROGRAMME CO-ORDINATOR

Universify Education seeks an **enthusiastic, organised Programme Co-ordinator** to join our fast-growing charity. We are looking for someone who has a **readiness to get stuck in and deal with a diverse array of tasks**. The position is part-time, working 30 hours a week and is ideal for someone looking to gain experience working in all areas of the charity sector.

About the role

As **Programme Co-ordinator**, you will support a wide range of co-ordination and administrative activities, including: recruiting schools, students and volunteers for our programme, compiling course documentation packs, gathering training materials, and collating and analysing information and feedback so that we can measure our impact and continue to improve and grow Universify's programme.

This is a multi-faceted role that requires a can-do attitude and flexible approach as to what might be required of you. We are a small charity looking to make a big impact. We can provide personal development opportunities, and there is potential to progress your career as the charity continues to expand.

Main Duties

- **School and student recruitment** – co-ordinate with schools, recruiting new schools and students for the programme and keep current students and schools up to date about the Easter programme
- **Student and parent engagement** – answer parent/guardian and student enquiries, engage students with further outreach opportunities and guide parents through the programme
- **Programme Organisation** – work with the Universify team to organise the delivery of the Easter and Summer residential courses, such as booking timetabled activities.
- **Volunteer recruitment** – advertising, interviewing and recruiting volunteer coaches
- **Tutor recruitment** – advertising, interviewing and recruiting tutors
- **Producing funding applications** – writing and reviewing funding applications
- **Volunteer community development** – nurturing a network of current and former volunteers

Practical details

- **£15,116 (salary of £18,895 pro-rated to 30 hours, at £9.96 Oxford living wage)**
- **Immediate start**
- **Part-time, 30 hours a week**
- **Central Oxford location**

Minimum requirements

- Organised, thorough and with great attention to detail – a pragmatic and can-do attitude will be vital
- Passion for education and educational equality
- IT savvy; MS Windows, MS Office
- Graduate with a 2:1 degree or above
- Fast learner and a team player
- Experience working in access or outreach
- Proactive and happy to work independently



Desirable attributes

- Experience working in the charity sector

Application

Please send a CV and a short cover letter detailing relevant experience and what you would bring to the role to: alex.whitton@universifyeducation.com by **31 October 2018**. Interviews will be held on a rolling basis until the position is filled.

About us

Universify Education exists to further educational equality. Our vision is a diverse and inclusive higher education system, tackling the under-representation of students from disadvantaged backgrounds in the UK's top universities.

Established in 2016 we are the sister charity of Oxford Summer Courses, a British Council Accredited international summer school, founded in 2010 by a network of Oxford alumni determined to share the magic of the university and the city with the wider world. Having witnessed first-hand the transformative power of summer courses the founders and directors of Oxford Summer Courses wanted to use their 7 years of experience to develop an equally transformative programme for Year 10 students in the UK, who are at risk of not fulfilling their potential in higher education.

We run a year-long programme, starting with a week-long summer residential at the University of Oxford, before monthly coaching sessions with Universify coaches and a 3-day GCSE-focused revision weekend at Easter. Our goal is to raise the educational aspirations, attainment and chance of making a successful application to a highly selective university for students from non-traditional university backgrounds throughout the UK.

We're growing fast, building partnerships with universities and charities throughout the UK and we're seeking dynamic individuals who wants to be part of a successful small charity, who can help shape our future growth.