



**Non-Executive Director
Job Pack**



Non-Executive Director - Job Pack

Dear Applicant,

Thank you for your interest in becoming a Non-Executive Director at InsideUni.

On the following pages, you will find more information about InsideUni, the role, and how to apply.

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About InsideUni

Who are we?

InsideUni (insideunihub.org) is an award-winning not-for-profit organisation aiming to make university applications fairer and more transparent. Since our launch in 2018 we've reached over 130,000 individuals and worked with over 4000 volunteers to reach our mission.

Disadvantaged young people are less likely to have access to the information and guidance they need to confidently and successfully apply to competitive universities. Because of this, state educated young people in the UK are 31% less likely to progress to the most competitive universities. We want to change this.

This is a time to join an exciting, rapidly growing start-up. We recently received the [Fair Education Alliance Innovation Award](#), funded by Bloomberg, to celebrate and incubate our work, are part of the AWS Incubator Programme, and work closely with top universities including Oxford and Cambridge. Our clients include the Medical Schools Council, national and local government agencies, and third sector partners.

We're building an inspiring Board of Directors to advise on this expansion and to help us fulfil our ambitious aim of becoming the most-used widening participation programme in the UK. We are looking for a set of exceptional Non-Executive Directors to join the Board with a variety of different experience and qualities.

Our Mission

We want to see a higher education sector in which young people from disadvantaged backgrounds are equally as likely to get into the university they want to as their more privileged counterparts. We strongly believe that sharing first-hand advice and knowledge beyond elite circles will help to empower disadvantaged young people to achieve this, without the need to attend an expensive school, or know someone who already attends university.

What we do

InsideUni empowers current university students to create their own widening participation projects so that they can share their first-hand advice with prospective and current applicants. We did this through free online websites which are created by our volunteers. They crowdsource and upload free advice about uni applications.

Now we're looking to take InsideUni to the next level and deepen our impact across the UK. Our key priorities include scaling up our work with schools and local authorities, increasing our presence at universities nationwide, and investing in creating a game-changing digital platform to take our student community online.



The Role

Title: Non-Executive Director
Voluntary Basis
Reports to: Board Chair
Term: 3 years

Non-Executive Directors join our Board of Directors to provide strategic governance for our organisation and perform crucial oversight duties to our work. Non-Executive Directors provide independent perspective on what we do as an Executive Team. Our CEO reports to the Board of Directors.

Specifics

- Commitment: there are four Board meetings per year. They are held on a weekday evening, last for two hours and take place at our Liverpool office (although Directors can join virtually if necessary). Executive team members may seek advice from NEDs throughout the year.
- Expenses: this is an unpaid role, but expenses incurred in undertaking the role - including travel - are covered.
- Our work: you can find further information about our work at www.insideunihub.org
- Contact us: we are very open to having an initial conversation before you submit your application, or to help decide if you would like to apply. We can also answer questions over email. Please contact Tommy Gale (Chair) on tommy@insideuni.org

Qualities and Experiences

We are looking for a group of Non-Executive Directors to join our Board as we grow and scale as an organisation. This is the first time we are building a board, so we are looking for individuals from a variety of backgrounds relevant to our work to join us, as per the following:

- Working in and delivering in schools
- The social mobility sector
- Widening participation in higher education
- Finance and governance
- Lived experience



Person Specifications

Working in and delivering in schools

- Delivering provably impactful interventions for school-age students
- Understanding the operational workings of school commissioning and funding processes for external organisations
- Understanding the wider strategic and policy context for school widening participation programmes
- Successful strategic thinker with experience of leading and delivering against long-term vision

The social mobility sector

- Working at a senior level in the non-profit sector, with particular experience of small to medium sized organisations
- Growing non-profit organisations at a rapid pace, including an experience in the key scaling areas of developing strong teams, managing budgets and maintaining focus
- Funding programmes in the non-profit sector, including a strong understanding of building productive partnerships and identifying new income
- Successful strategic thinker with experience of leading and delivering against long-term vision

Widening participation in higher education

- Working at a senior level in widening participation to higher education
- Understanding the wider strategic and policy context for widening participation programmes, including an understanding of funding pathways
- Experience of effective evaluation of widening participation programmes
- Successful strategic thinker with experience of leading and delivering against long-term vision

Finance and governance

- Understanding legal and compliance obligations on SMEs, ideally including an understanding of governance structures that include a Board of Directors. Experience as an existing Director (executive or non-executive) is useful but not essential.
- Knowledge of good accounting practices, with optional experience of preparing financial projections.
- Understanding of the non-profit sector, either Community Interest Companies, registered charities, or other community structures.
- Successful strategic thinker with experience of leading and delivering against long-term vision



Lived experience

- Lived experience of applying to university from an underrepresented background
- Understanding of the important factors that can stop people from reaching their potential, and ideas of how these factors can be overcome
- Experience of helping others navigate application processes. Experience of working with volunteer teams is useful but not essential.



How to Apply

We welcome questions and queries about the role and would be more than happy to speak with you further to help you learn a bit more about our organisation and whether you might be interested in joining our board. If you would like this, please contact Tommy, our Chair at tommy@insideuni.org.

We welcome applications from anybody over the age of 18 and particularly welcome applications from young people who have experience of applying to university from an underrepresented background.

We are absolutely committed to diversity across our organisation and particularly encourage applications from people who are from underrepresented backgrounds.

Please submit your CV and Cover Letter explaining why you are interested in being a Non-Executive Director and what skills you would bring to our Board to

tommy@insideuni.org

before

10pm Sunday 14th January