Job Description – Business Development Officer

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Business Development Officer</th>
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<tbody>
<tr>
<td>Line Manager</td>
<td>Managing Director</td>
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<tr>
<td>Salary</td>
<td>£28,000 - £32,000</td>
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<tr>
<td>Contract</td>
<td>Fixed-term for six months, with a view to permanent</td>
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<tr>
<td>Benefits</td>
<td>Flexible working scheme</td>
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<tr>
<td>Based</td>
<td>Central London (Waterloo)</td>
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<tr>
<td>Start Date</td>
<td>March 2015 or as soon as possible after</td>
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**The Organisation**

Researchers in Schools (RIS) is the only teacher training programme in the world requiring all trainees to have completed a PhD. The programme exists to increase subject expertise, promote research and champion university access in non-selective state schools. To achieve this, RIS recruits, places and supports PhD graduates to become effective classroom teachers and future subject leaders across the education sector. In order to attract the highest calibre candidates, trainees command a competitive salary throughout the programme.

Working with ‘Outstanding’ rated teaching schools, as well as leading universities and educational charities, RIS has developed a bespoke programme designed to make best use of the experience and skills of PhD graduates. In 2014/15 we have placed an inaugural cohort of 20 trainee teachers. However, following the success of the pilot programme, funding has been secured to develop and scale up to six regions of the UK from 2015/16, with a view to establishing a national organisation over the next three years.

The first year – delivered jointly by a teaching school and the RIS team – sees trainees qualify as teachers through a structured programme of training, observation and classroom teaching, plus opportunities to conduct and disseminate research. The second and third years see trainees meet the statutory requirements of teachers, but with a 10% reduced timetable that provides time to maintain a research profile and champion university access within schools, including an opportunity to carry out their own academic research project or study for masters credits.

The RIS programme is delivered in partnership with teaching schools, universities and educational charities. The lead partner is The Brilliant Club, a charity that recruits, trains and places PhD students to deliver university outreach programmes in schools. For more information see: [www.researchersinschools.org](http://www.researchersinschools.org) / [www.thebrilliantclub.org](http://www.thebrilliantclub.org).

**The Opportunity**

Following the success of the pilot programme, RIS is now entering a significant growth phase. The organisation already has partnerships with several leading businesses, who support the programme both financially and through programme activities. A key objective of the Business Development Officer role will be to maintain and develop these existing relationships, working closely with existing programme leads and/or CSR departments within business partners.

However, as the programme enters its second year, there is also a number of opportunities to build upon these relationships in a way that increases the impact a business partner’s support has on young people in RIS teachers’ classrooms. An important part the Business Development Officer’s role going forward, therefore, will be to refine the current business partnership model, recruit new partners and identify future opportunities for impact.

More widely, as a growing organisation, there are a number of development opportunities that RIS might choose to pursue itself in order to increase its impact. For example, this might include fundraising, securing pro bono support and identifying new ways to gain access to expertise and high-quality support. On the internal side of the role, the Business Development Officer may also support the charity’s operations, such as developing effective systems and processes.

The successful candidate will be an accomplished communicator, an excellent network builder and a savvy project manager. They will have familiarity with the corporate and/or fundraising landscapes, as well as the influencing skills to attract support to the charity’s cause. In the role, there will be some autonomy to identify, build and manage partnerships, and they will do so with a focus on improving outcomes for young people. They will draw on the experience and support of the RIS team, as well as the wider networks that the charity has. We think that this is an outstanding opportunity – and one with a significant amount of potential for development and promotion - and we look forward to reviewing applications from outstanding candidates.
### Job Description – Business Development Officer

<table>
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<tr>
<th>Application</th>
<th>Please email your CV and a one-page covering letter to <a href="mailto:shannon.toms@thebrilliantclub.org">shannon.toms@thebrilliantclub.org</a>. We will not consider applications where the covering letter does not refer specifically to this post.</th>
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<tbody>
<tr>
<td>Deadline</td>
<td>The deadline for applications is Mon 2nd March.</td>
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| Interviews | First round – Wed 4th March  
Second round – w/c Mon 9th March.                                                                   |
| Further Details | Visit [www.researchersinschools.org](http://www.researchersinschools.org) or call Shannon Toms on 0207 921 4544 |

### Key Responsibilities

The successful candidate will join a dynamic and quickly developing programme. Therefore, aspects of the job specification may adapt over time in order to reflect the needs of the programme. While not exhaustive, the following list of responsibilities gives an overview of the key aspects of the role:

- **a) Maintaining and Developing Existing Business Partnerships**  
  Managing the existing business partnerships and refining the current partnership model

- **b) Identifying and Building New Business Partnerships**  
  Recruiting new business partners and identifying future opportunities for impact across the programme

- **c) Attracting Funding and Other Support**  
  Fundraising, securing pro bono support and identifying new ways to gain access to expertise and high quality support

- **d) Supporting External Relations**  
  Helping the programme to project itself externally by supporting external relations, e.g. networking, social media

- **e) Supporting Internal Processes**  
  Helping the programme to run smoothly by supporting effective internal processes, e.g. finance, use of IT

- **f) Wider Programme Support**  
  Providing support across RIS activities that go beyond the ITT programme, e.g. trainee recruitment, assessment etc.

### Required Experience / Characteristics

- Experience of developing and maintaining effective partnerships with corporate clients, or equivalent experience
- Proven track record of securing fundraising or other revenue streams including pro-bono support
- Evidence of network building in a previous role
- Evidence of project or programme management in a previous role
- Results driven, dynamic, enterprising and flexible
- Polished communication skills, both verbally and in writing
- Commitment to aims of Researchers in Schools

### Desirable Experience / Characteristics

- Marketing and media experience
- Experience of working in either a school, university or education-sector organisation
- Experience of supporting or managing internal business processes.