

Job Description – Programme Officer, BTP



The
Brilliant
Club

Job Title	Programme Officer – Brilliant Tutoring Programme
Line Manager	BTP Manager
Salary	£30,073 (plus £2,000 London weighting for London-based roles)
Contract	Fixed term ending July 2021
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required
Based	Birmingham, Leeds or London In line with government guidance we are working from home at the moment. This role will, however, be partially office-based when this becomes possible.
Benefits	36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days, employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan
Start Date	As soon as possible (flexibility possible)

The Organisation

The Brilliant Club is an award-winning charity that exists to increase the number of pupils from underrepresented backgrounds progressing to highly-selective universities. We do this by mobilising the PhD community to share its expertise with state schools. We recruit, train and place PhD researchers to work with state schools: either part-time as tutors through The Scholars Programme or full-time as classroom teachers through Researchers in Schools (RIS). In 2018/19, The Brilliant Club worked with over 700 state schools and 13,000 pupils across the UK.

The Opportunity

The Brilliant Club is planning to be a provider for the National Tutoring Programme to support the national catch up effort in England following school closures in response to COVID-19. We have submitted a bid to the Education Endowment Fund to run the Brilliant Tutoring Programme (BTP). If successful, The Brilliant Club is looking to recruit up to 12 dynamic and driven individuals as BTP Programme Officers.

They will manage clusters of placements, working with teachers to arrange programme logistics, and managing a team of PhD tutors to deliver curriculum focused content courses in schools.

The role requires a driven and dynamic team player, with experience of success in school teaching, academia, or programme management. To manage their placements, they will deliver aspects of our provision directly (e.g. PhD tutor training) and will support PhD tutors to deliver others (e.g. in-school tutorials). They will build and maintain excellent relationships with teachers, which underpin The Brilliant Club's collaborative model.

The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be comfortable in building relationships with a wide range of stakeholders and managing logistics through our online CRM system. They will co-ordinate programme activities, track progress and deliver results. They will be positive and pro-active, with a commitment to delivering excellent standards.

The Brilliant Club exists to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families. These groups are currently underrepresented at The Brilliant Club and we are committed to increasing representation and diversity at the charity.



To Apply	Please click here to fill out our Equality and Diversity Monitoring Form and here to submit your application. Please note that we will not consider applications that do not refer to this post.
Deadline	9.00am on 19 October 2020
Assessment Centre	w/c 26 October or 2 November
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 02030053341

Person Specification

- Essential – Qualified teacher (QTS or above) or academic research experience (PhD or above) or substantial experience of delivering a university access programme
- Desirable – Two years' professional experience
- Desirable – One year's experience of managing education programmes, incl. design or delivery
- Desirable – Previous experience of people-management

Role Specific Knowledge and Skills

- Essential – Knowledge of educational interventions, including impact management
- Essential – Knowledge of the school and university sectors
- Essential – Teaching skills, including delivering training to adults
- Desirable – Business development and sales skills, including selling programmes to school leaders
- Desirable: Confident in using digital systems for delivery; and
- Essential: Capable of adapting quickly to new systems and interfaces

Key Areas of Responsibility

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

- **Programme**
 - Manage the PhD Tutor placement process, including a cluster of ~55 placements per term
 - Manage relationships with schools and support PhD tutors tailor their tutoring to school and curriculum needs
 - This includes liaising with stakeholders, facilitating timely communication between PhD tutors and schools, tracking data, producing impact reports, challenge resolution
- **Recruitment**
 - Support the attraction of PhD tutors, including recruitment events and assessing applications
 - Support the planning and delivery of assessment centres, including interviews and selection
- **Training**
 - Support the design, logistics and delivery of training and on-going support for our PhD tutors
 - This includes supporting course design, ongoing tutor support during placements
- **Wider Support**
 - Support the BTP's wider activities, e.g. data collection and reporting
 - Support The Brilliant Club's wider activities as a university access charity