

Job Description – Programme Coordinator



Job Title	Programme Coordinator, West of England, The Scholars Programme
Line Manager	Area Director, West of England, The Scholars Programme
Salary	£23,994
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required.
Based	Birmingham, including frequent travel across the UK (currently remote working until office reopens)
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	End November 2020 (some flexibility)

The Organisation

The Brilliant Club is an award-winning and independently evaluated charity that exists to widen access to highly-selective universities for pupils from under-represented groups. 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 country, making it the largest university access programme for 11-18 year olds.

The Opportunity

We are excited to be recruiting a Programme Coordinator to join The Scholars Programme Team in the West of England. The Brilliant Club has a commitment to delivering consistent outcomes for our pupils, as outlined in *The Path to Outcomes* strategy. Ensuring that The Scholars Programme runs effectively is a key component of this strategy, and the Programme Coordinator will play an important part in this.

The role requires a positive, pro-active and well-organised approach. The role exists to give excellent support across The Scholars Programme Team, including creation of documents; data entry; responding to correspondence and calls; scheduling meetings and minute-taking; supporting the planning and delivery of events; and general administrative duties. Each Programme Coordinator supports a national oversight for a core programme function. The successful candidate for this role will support the recruitment and retention of Scholars Programme tutors, which will form a large part of their role. This is, however, subject to change as the programmes we run develop over this year.

The successful candidate will be comfortable working in a busy, efficient and high-performing team. As well as having this flexibility, they will be also keen to pursue their professional development within the role. This includes learning more about the education sector and the issues that The Scholars Programme seeks to address and working more widely on projects across The Brilliant Club. We think this is a great opportunity to join The Scholars Programme Team at a time when we are refining the programme model, focusing on delivering consistent outcomes while continuing to expand our partnerships with schools and universities. We are looking forward to meeting great candidates who would like to join us on this journey.

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.

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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	Midday on Friday 25 th September 2020
Interviews	First round w/c 5 th October, Second round w/c 12 th October
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

- Essential – Two years' work experience or undergraduate degree
- Desirable – Previous experience of managing events
- Desirable – Previous work experience in a professional environment
- Desirable – Previous experience of working with young people or in schools

Role Specific Knowledge and Skills

- Essential – Ability to deal with sensitive issues and to demonstrate strict confidentiality
- Essential – Good working knowledge of Microsoft Office
- Desirable – Good working knowledge of ICT systems, including CRM software

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 Planning and oversight

- Directly support the West of England Programme Director on their national strategic oversight of recruitment and retention of Scholars Programme Tutors, to ensure that the priorities of this strategic oversight are delivered effectively.
- This will include recruitment communications with potential candidates over email to schedule assessment centres and answer queries.
- Creating and updating materials, including how-to guides and ways of working guides.
- Using CRM to create reports, to help track recruitment and evaluate current practices
- Liaising with all regional teams to ensure effective recruitment nationally across The Scholars Programme.

Team Support – West Region

- Support The Scholars Programme team with creating documents and correspondence for different stakeholders including pupils, teachers, PhD tutors and university colleagues
- Support The Scholars Programme team with data management including data entry, data storage and liaising with stakeholders to return requested data
- Support The Scholars Programme team to manage relationships with schools and universities including responding to correspondence and calls as required, this may involve supporting colleagues in other Scholars Programme regional teams or offices
- Support The Scholars Programme team with the planning of events such as university trips and training weekends including scheduling, creation of briefing documents and organising venues, catering, accommodation
- Support The Scholars Programme team with meeting scheduling and organisation
- Support The Scholars Programme and wider Brilliant Club team as required on all aspects of general administrative assistance

Programme Delivery

- Support The Scholars Programme team with the planning and delivery of events including university trips, PhD tutor recruitment events, assessment centres and training weekends. Including, printing materials, packing resources, liaising with different stakeholders
- Attend The Scholars Programme events including university trips, PhD tutor recruitment events, assessment centres and training weekends. Support with the delivery, including on the day logistics of these events and delivery of sessions as required