

Job Description – Programme Officer, TSP



Job Title	Programme Officer, The Scholars Programme
Line Manager	Regional Manager, The Scholars Programme
Salary	£30,073
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required
Based	Cardiff, including frequent travel across UK (dependent on COVID-19 guidance)
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 of November 2020 (some flexibility)

The Organisation

The Brilliant Club is an award-winning and independently evaluated charity that exists to increase the number of pupils from under-represented backgrounds who progress 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 more than 13,000 pupils across the UK, making it the largest university access initiative for 11-18 year olds.

The Opportunity

As a member of The Scholars Programme Team, this role will play an important part in delivering The Brilliant Club's *Path to Outcomes* strategy, managing programme delivery in their region. They will manage a cluster of placements, working with teachers and university widening participation staff to arrange programme logistics, and managing a team of PhD tutors to design and deliver their courses in schools. This role will include frequent travel across the country, which may involve early starts, late finishes, overnight stays, and occasional weekend working. Full expenses are paid for work away from the main office, and time off in lieu is given in line with the charity's HR policy.

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, university trips) and will support PhD tutors to deliver others (e.g. course design, in-school tutorials). They will build and maintain excellent relationships with teachers and university staff, 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.

We think this is a great opportunity to join The Scholars Programme at a time when the charity is expanding its provision across the UK and growing its capacity to deliver outcomes for pupils. We look forward to receiving applications from candidates who meet the job requirements and who are committed to the charity's mission.

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	Midday on Friday 25 th September 2020
Interviews	First round w/c 5th October, Second round w/c 12th October
Further Details	Please visit www.thebrilliantclub.org or email recruitment@thebrilliantclub.org .

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
- Desirable – Demonstrable experience in university access

Role Specific Knowledge and Skills

- Essential – Knowledge of educational interventions, including impact management
- Essential – Knowledge of the school and university sectors, including the university access agenda
- Essential – Teaching skills, including delivering training to adults
- Desirable – Business development and sales skills, including selling programmes to school leaders

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 ~45 placements per term
 - Manage the process of organising and delivering trips at highly-selective universities
 - Manage relationships with schools and support relationships with universities
 - This includes liaising with stakeholders, 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 delivering training sessions, supporting course handbook design, Training Weekends
- Wider Support
 - Support The Scholars Programme's wider activities, e.g. data collection and reporting
 - Support The Brilliant Club's wider activities as a university access charity, e.g. Annual Conference