

Job Description – School Partnerships Officer



Job Title	School Partnerships Officer, The Brilliant Club
Line Manager	Head of School Partnerships
Salary	£30,073 (plus London Weighting Allowance of £2,000 per annum, if applicable)
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required
Based	London, Leeds or Birmingham (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	December 2020/January 2021 (flexible)

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 and the Brilliant Tutoring Programme and 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

We are looking for someone with drive and determination to join our School Partnerships team. Your job will be to raise awareness of our programmes and transform expressions of interest into school partnerships. If you are passionate about communicating with different audiences, quickly building relationships and meeting challenging targets that have a huge social impact, this could be the perfect role for you. This role will require you to quickly become an expert on our Scholars Programme and Brilliant Tutoring Programme so you can confidently discuss its features and benefits with key stakeholders. You will become comfortable in winning the confidence of head teachers and senior school leaders of prospective schools who have expressed an interest in partnering with us. This isn't just about administering a process; it's about understanding the needs of individual schools and how our programmes can support their priorities. You will be tenacious and empathetic in equal measure.

You will be working alongside a growing school partnerships team, supporting the work of the delivery teams across the England, Wales, Scotland and Northern Ireland. Working closely alongside the Head of School Partnerships you will aim to build on the strength of over 800 school partnerships and grow our presence in line with our strategic and mission led goals.

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 CV and a one page cover letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Thursday 3 rd December 2020
Interviews	First round interviews: w/c 7 th December; Final round interviews: 14 th December. All interviews will be conducted online. We recognise that availability and technology can sometimes be a barrier to interviewing, so would be happy to talk about this with any candidates invited to interview
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 0203 005 3341

Person Specification

- **Essential** – Experience of partnership building or selling a programme, product or service to schools
- **Essential** – Knowledge of the education sector
- **Essential** – Experience of working in a target-driven, fast-paced environment
- Desirable - Qualified Teacher Status
- Desirable – Experience of working in university access or career interventions

Role-Specific Knowledge and Skills

- **Essential** – Excellent communication skills, both written and verbal, especially the ability to explain complex concepts in a simple and compelling way
- **Essential** – Ability to organise own workload to ensure excellent customer service and meet agreed milestones and targets
- **Essential** – High attention to detail and commitment to recording relationship information accurately
- **Essential** – Enthusiastic and collaborative team player
- **Essential** – Appreciation of and commitment to the charity's mission
- Desirable – Excellent working knowledge of Microsoft Office
- Desirable – Experience of using a Customer Relationship Management system e.g. Salesforce

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.

- **Partnership Development:**
 - Work with the Head of School Partnerships to implement a strategy for meeting annual school sales targets and supporting regional development across both The Scholars Programme and Brilliant Tutoring Programme.
 - Lead and foster potential school partnerships to increase the reach of our programmes.
 - Represent The Charity and it's programmes at networking events and conferences
 - Support the development of special projects for School and Multi-academy trust partners to support their priorities develop partnership with The Brilliant Club
- **Ongoing relationship management:**
 - Support regional teams with renewal and development of current partners as required
 - Deliver bespoke, high quality impact reports for partners
 - Support existing partners to make use of the range of the charity's programmes
- **Reporting:**
 - Support the Head of School Partnerships to report on new and ongoing national partners
 - Support the Head of School Partnerships in the development of systems to improve the tracking and monitoring of national partnerships across the charity
- **Wider Support:**
 - Support the School Partnerships team activities and responsibilities as required, including inputting on longer term partnerships strategy
 - Support the charity's wider activities, including data collection, reporting, and communications