

Job Description – Regional Manager, TSP



The
Brilliant
Club

Job Title	Regional Manager – East, The Scholars Programme
Line Manager	Area Director
Salary	£34,617 + £2000 London weighting
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	London, including travel across the country
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	March 2021 (flexible)

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 and The Brilliant Tutoring Programme (part of the 2020-21 National Tutoring Programme), or full-time as classroom teachers through Researchers in Schools (RIS).

The Opportunity

The Brilliant Club is looking to recruit a dynamic and driven individual as Regional Manager, East. As a leader within The Scholars Programme Team, this role will play an important part in managing programme delivery in the East, including ensuring that the goals within our new five year strategy – to be launched in Spring 2021 - are met.

The Regional Manager will directly line manage a team of three Programme Officers, who each manage a cluster of School-PhD Tutor relationships and university relationships. The Regional Manager will ensure excellent programme management from the Programme Officers in their region. They will be heavily involved in business development of school relationships in the region. This will include leading on the renewal of existing school partnerships and working with the Area Director to bring develop new school partnerships; this may include forming relationships with Multi-Academy Trusts and other external organisations. The Regional Manager will be responsible for overseeing the recruitment of new PhD Tutors in the region, which will include working with existing partner universities to promote the opportunity to researchers and developing new university relationships in areas where we are keen to increase recruitment.

The successful candidate will be an accomplished professional, with experience of working effectively in schools or universities, or at manager or senior officer level in a programme management role. They will build positive, supportive relationships with teachers, PhD tutors and wider stakeholders. They will be a positive and pro-active manager of people, with a commitment to delivering excellent standards within their team.

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	9.00am on Monday 18 th January 2021
Interviews	22 nd January (first round); 29 th January (second round)
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

Time and Resource Management

- Essential – Proven experience in leading the delivery of a project or programme across a locality
- Essential – Excellent organisational skills, with an ability to prioritise and manage time effectively

External Stakeholder Knowledge and Management

- Essential - Knowledge of the school and university sectors, including the university access agenda
- Essential - Knowledge of educational interventions, including impact management

Communication

- Essential – Clear written and verbal communication
- Essential – Confidence communicating with, and delivering to, a range of stakeholders

Initiative and Problem Solving

- Essential – Proactive in seeking to enhance processes and identifying emerging risks
- Desirable – Able to spot inefficiencies in systems and suggest or implement improvements

Developing Self and Others

- Essential – Self-reflective and committed to own professional development
- Desirable – Experience of managing a small team and developing team members



Role Specific Knowledge and Skills

- Essential – Capable of adapting quickly to new systems and interfaces
- Essential – High level of attention to detail
- Desirable – Confident in using digital systems for delivery
- Desirable – Teaching skills, including delivering training to adults

Role specific Experience and Qualifications

- Essential – Demonstrable experience of working in/with schools or the higher education sector
- Desirable – Qualified teacher (QTS or above) or academic research experience (PhD or above)
- Desirable – Experience of engaging with schools, including senior leaders, to develop effective ongoing relationships to support the delivery of a project or programme
- Desirable - Proven experience in university access

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.

- **Team Management and Programme Leadership:** Lead a small team of Programme Officers (currently three direct reports) as part of the East team to ensure excellent programme delivery in the region, including liaising with senior stakeholders in schools/universities and monitoring programme outputs to ensure the team are on track to meet regional targets. Manage the design and co-ordination of certain aspects of the programme delivery cycle, including planning, implementing, quality-assuring, evaluating and improving programme processes.
- **Business Development:** Work in partnership with the Area Director to develop and implement a strategy for meeting annual school sales targets, including targeting cold spot areas. Manage the school renewals process, ensuring that current schools sign up again. Support the development of new partnerships, building a network of supporters for the charity.
- **Recruitment and Training:** Develop and deliver a strategy to recruit sufficient tutors to meet regional demand, including the planning and delivery of assessment centres. Support the design, logistics and delivery of training and on-going support for PhD tutors.
- **Programme Delivery:** Lead the process of organising and delivering trips at highly-selective universities within your region, including direct delivery to pupils and teachers.
- **Wider Support:** Support The Brilliant Club's wider activities, including data collection, reporting, and communications.