

Job Description – Programme Officer, TSP

Job Title	Programme Officer, North, The Scholars Programme
Line Manager	Regional Manager, North, The Scholars Programme
Salary	£30,524
Contract	Fixed Term to end of September 2021, with potential to extend
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	Leeds, including frequent travel across 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	June 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 or our new Brilliant Tutoring Programme; or full-time as classroom teachers through Researchers in Schools (RIS).

The Opportunity

We are excited to be recruiting a Programme Officer to join The Scholars Programme team. The Brilliant Club has a commitment to delivering consistent outcomes for our pupils, as outlined in *The Path to Outcomes* strategy. This role 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 North of England, 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. The successful candidate will also be comfortable working across multiple teams and adapting their priorities to meet the needs of the national programme, in addition to meeting key regional priorities.

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	Midnight Sunday 9 th May
Interviews	First round interview 13 th May; Second round interview 18 th May
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent organisational skills, with an ability to prioritise and manage time effectively
- Ability to work collaboratively across multiple projects/teams

External Stakeholder Knowledge and Management

- Ability to manage enquiries from a range of external stakeholders independently
- Confidence adapting approach to meet the needs of external stakeholders

Communication

- Excellent written and verbal communication
- Confidence communicating with, and delivering to, a range of stakeholders

Initiative and Problem Solving

- Ability to spot inefficiencies in systems and suggest or implement improvements
- Confidence using data and information to solve problems independently

Developing Self and Others

- Self-reflective and committed to own professional development

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

Role specific Experience and Qualifications

- 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, including design or delivery
- Desirable – Demonstrable experience in university access

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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 up to 40 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, impact reports, challenge resolution

Recruitment

- Support the attraction of PhD tutors, including organising and delivering recruitment events
- Support the delivery of assessment centres, including interviews and selection

Training

- Support the design, logistics and delivery of training and ongoing 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

Safeguarding at The Brilliant Club

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children, is a key governance priority. As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.