

Job Description – Programme Officer, TSP

Job Title	Programme Officer, The Scholars Programme
Line Manager	Regional Manager, The Scholars Programme
Salary	£30,829 + £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 frequent travel across UK. In line with government guidance, we are working from home at the moment. However this role will be partially office-based when this becomes possible.
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	August/September 2021

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 UK, 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). We are looking for a candidate with a Science background (Undergraduate or Post-graduate level) to support STEM tutors and on STEM focused projects. 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 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

Job Description – Programme Officer, TSP

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 cover letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Friday 6 August 12pm
Interviews	First round interview Tuesday 10 August; Second round interview Thursday 12 August
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 identify opportunities to save time/resource
- Excellent project management skills

External Stakeholder Knowledge and Management

- Confidence handling enquiries from external stakeholders and adapting approach to meet different needs

Communication

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

Initiative and Problem Solving

- Proactivity in seeking to enhance processes and identifying emerging risks
- Ability to spot inefficiencies in systems and suggest or implement improvements

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 – Business development skills, including selling programmes to school leaders

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 – Subject background in a Science discipline (Undergraduate or postgraduate level)
- Desirable – Two years' professional experience
- Desirable – One year's experience of managing education programmes, incl. design or delivery
- Desirable – Demonstrable experience in university access

Job Description – Programme Officer, TSP

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 ~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 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
- Support design of training sessions and course design for STEM tutors

Wider Support

- Support The Scholars Programme's wider activities, e.g. special projects, 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.