

# Job Description – Communities and Special Projects Officer



The  
Brilliant  
Club

Job Title	Communities and Special Projects Officer
Line Manager	Head of Communities
Salary	£30,829 (plus £2,000 London weighting if applicable)
Contract	Fixed Term - one year in the first instance. We are happy to talk about flexible working
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	Flexible (remote working) or at of our UK offices (London, Leeds, Birmingham, Cardiff). This role will include some travel across UK.
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	Immediate upon completion of notice

## The Organisation

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We estimate that this will result in 30,000 of these young people progressing to a competitive university. By the end of the decade, one in ten state school students at the most competitive universities will be a graduate of The Brilliant Club's Scholars Programme. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities. Our access and success goals are underpinned by three enablers; communities, capabilities and consultancy.

Every member of The Brilliant Club contributes to the success of our strategy. We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

## The Opportunity

We are excited to be recruiting a Communities and Special Projects Officer to join our Communities team. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026.

As part of our new strategy, we want to better connect with, listen to and mobilise the communities we work with. This role will play an integral part in building our parent, alumni and PhD communities. You will help to scale our ground-breaking [Parent Power](#) projects, supporting with the development of local communities and creation of a national parent network. You will listen to and work with our programme alumni to improve The Brilliant Club's activity by leading on the operational delivery of our [Experience Experts Panel](#). Our PhD community already includes thousands of tutors, and you will harness their power by working closely with the Head of Communities to develop our PhD Changemakers scheme. You will also work with our Student Success and Academic Development team to support the delivery of access and student success projects which sit outside the charity's core programmes - TSP, BTP and RIS.

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 <a href="#">here</a> to fill out our Equality and Diversity Monitoring Form and <a href="#">here</a> to submit your CV and a one page covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	10am on Wednesday 8 <sup>th</sup> December
Interviews	Interviews will be held online on Wednesday 15 <sup>th</sup> December
Further Details	Please visit <a href="http://www.thebrilliantclub.org">www.thebrilliantclub.org</a> 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 be flexible and adapt to changing priorities
- Ability to identify opportunities to save time/resources
- Manages projects, with appropriate levels of time and resource input

### External Stakeholder Knowledge and Management

- Confidence handling enquiries from external stakeholders and adapting approach to meet different needs
- Actively shares useful information about stakeholders with internal colleagues at all levels

### Communication

- Excellent written and verbal communication
- Confidence presenting and delivering teaching to a range of audiences including school-aged children and adults

### 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
- Responds quickly to solve problems, seeking input from relevant internal stakeholders

### Developing Self and Others

- Self-reflective and committed to own professional development
- Committed to the development of others

### Role Specific Knowledge and Skills

- Essential – Capable of adapting quickly to new systems and interfaces
- Essential – Able to take a relational approach when working with others
- Desirable – Knowledge of community organising tools, including relational 1-1s and storytelling
- 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 or community programme
- Desirable – Two year's professional experience
- Desirable – One year's experience of managing education programmes incl. design and delivery
- Desirable – Demonstrable 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.

## Lead delivery of Communities projects as required, including:

### Parent/carer community

- Manage relationships with key contacts at partner organisations running [Parent Power](#) projects, ensuring high quality project delivery and dealing with/escalating issues to ensure positive solutions are reached.
- Supervise the PhD Community Organisers responsible for operational delivery of Parent Power
- Work closely with the Head of Communities to plan and deliver national Parent Power events.
- Work closely with the External Affairs and Communities Coordinator to ensure effective communication of Parent Power opportunities and events led by The Brilliant Club
- Support with delivery of local Parent Power meetings as required
- Report to the internal Parent Community Working Group on The Brilliant Club's Parent Power activity.
- Support with delivery of the Seren parent listening project, including holding relational 1-1s with parents, facilitating group meetings and drafting reports for the Welsh Government.

### Alumni community

- Lead on operational delivery of [Experience Experts Panel](#) cycle
- Collaborate with our External Affairs department to achieve alumni community engagement targets
- Support with delivery of Seren alumni listening project, including relational 1-1s with Alumni Ambassadors, facilitating group meetings and drafting of reports for the Welsh Government

### PhD community

- Work closely with the Head of Communities to plan our PhD Changemakers programme, due to launch in 2022/23
- Sit on the PhD Community Working Group, collaborating with colleagues from across the charity to facilitate improved engagement with our PhD community

## Lead delivery of access and success projects as required, including:

- Work with the programmes team to recruit and train PhD tutors to deliver projects and manage PhD tutors to ensure delivery of projects to a high standard
- Liaise with external stakeholders to identify and deliver project outcomes
- Ensure effective project logistics are in place and work with the Student Success and Academic Development team to share best practice

### Data Management

- Responsible for collecting and tracking data from Parent Power projects
- Work closely with our RAID team to provide data for Parent Power evaluation

### Wider support

- Support the University and Schools Partnerships teams by recording interactions with university partners and schools on Salesforce

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- Support The Brilliant Club's wider activities, including providing advice on relevant aspects of work across the organisation

### **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.