

Job Description – Data Coordinator



The
Brilliant
Club

Job Title	Data Coordinator (part-time role, 0.2FTE)
Line Manager	Impact and Analysis Manager
Salary	£24,598 pro rata (plus £2,000 London weighting if relevant)
Contract	Permanent
Hours	1 day (7.5 hours) per week. Flexible working patterns will be considered.
Based	Flexible (can be fully remote) or office-based (London, Leeds, Cardiff, or Birmingham). Currently remote working until offices reopen.
Benefits	36 days' holiday pro rata (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	January 2022 (Some flexibility)

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 Data Coordinator to join our Research and Impact Department. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026. Our new strategy builds on the extensive research and impact work that we have undertaken as an organisation over the last five years; from randomised controlled trials, matched-control groups, to large-scale quantitative analysis, we have been able to understand how our programmes support young people to progress to the most competitive universities.

The Data Coordinator will play a key part in supporting the evaluation of our student access and success programmes. The role will involve collating, processing and analysing data, ensuring that high quality evidence is included in our impact reports for stakeholders. Within the role, there will also be opportunities to carry out discrete data analysis projects to support the development of the programmes. The Research and Impact Department consists of five members who often work flexibly and collaboratively to achieve key goals. In this role, you will work closely with the Impact and Analysis Manager and Impact and Analysis Officer, as well as the programme teams.

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 covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Monday 6 th December at 5pm.
Interviews	First round interviews: Monday 13 th December; second round interviews: Wednesday 15 th December. The interviews will take place online.
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent organisational skills and attention to detail.
- Ability to identify opportunities to save time/resource.

Communication

- Confidence communicating complex information to a range of audiences.

Initiative and Problem Solving

- Proactivity use data to inform programme delivery and developments.
- 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 Experience and Qualifications

- Essential – Undergraduate degree in a subject involving quantitative research.
- Desirable – Previous work experience in a professional environment.

Role Specific Knowledge and Skills

- Essential – Experience of using Excel or a similar software package.
- Essential – Experience of analysing large-scale quantitative data.
- Desirable – Experience of using Salesforce (or other CRM systems) and advanced software packages (e.g., SPSS, Stata, R, Tableau, Python).
- Desirable – Experience of producing evaluation/impact reports and presenting findings to a range of audiences.

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.

- Support the data collection, analysis and impact reporting of the charity's access and success programmes. This will include matching data from different sources, merging datasets, and uploading data to Salesforce.
- Analyse university progression and success data, including working with the HEAT database.
- Work with the Impact and Analysis Manager to run internal trials and analyse data to inform the development of the charity's programmes – ensuring that the findings are robust and clearly communicated to the programmes team.
- You may also be required to conduct data analysis that supports the charity's wider work, e.g., updating KPI dashboards.

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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.