

Job Description – University Partnerships Officer

Job Title	University Partnerships Officer, University Partnerships Team
Line Manager	Senior University Partnership Officer
Salary	£30,829 (plus £2,000 London weighting if applicable)
Contract	12-month fixed term
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	One of our UK offices - London, Leeds, Birmingham, Cardiff, including frequent travel across the UK. (From Autumn 2021 all teams are working one day per week from their usual offices, this will increase to 2 days per week on a permanent basis)
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	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 University Partnerships Officer to join the University Partnerships team. This is a new role that will support us to continually deliver exceptional university events for the pupils while we increase the scale of The Scholars Programme as set out in [Join the Club](#).

The successful candidate will be highly experienced in organising and delivering widening participation events and enjoy event management. They will ensure that the design and delivery of university events are of a high standard and provide a rich, sector leading experience to pupils from a range of age groups. They will have excellent stakeholder management skills to develop positive working relationships with universities, ensuring that the partnerships remain stable and continue contribute the widening participation priorities of each of our university partners. They will be highly organised, detail-oriented and able to plan effectively for busy time periods.

This is a great opportunity to join The Brilliant Club team, as we become the UK's largest university access movement. We are looking forward to meeting great candidates who are excited to join us as we help more young people progress to university and thrive when they get there.

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	Wednesday 15th December 2021, 11:59pm
Interviews	Round 1 w/c 3 rd January 2022, Round w/c 10 th January 2022
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov 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/resource
- 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, appreciates the sensitivities in stakeholder relationships
- Excellent knowledge of the widening access agenda and the priorities of colleagues who work in these university teams
- Actively shares useful information about stakeholders with internal colleagues at all levels
- Significant experience designing and delivering widening participation activities for school pupils with higher education providers
- Experience managing multiple stakeholder relationships using data and/or software

Communication

- Excellent written and verbal communication
- Promotes collaborative communication with partners to build strong partnerships
- 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

Role Specific Knowledge and Skills

- Essential – Knowledge of the Higher Education sector in the UK, in particular the access and participation and student success agendas
- Essential - Capable of adapting quickly to IT systems and interfaces; desirable to have previous experience of using Customer Relationship Management (CRM) software
- Essential – Session delivery skills, including session design and delivery to pupils and adults
- Desirable - Confident using digital systems for event delivery

Role specific Experience and Qualifications

- Essential – Experience working with or within higher education institutions or schools
- Essential – Experience scoping and developing projects with higher education institutions
- Essential – Experience of managing events, digitally or in person

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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.

Stakeholder Management

- Lead the working group relationships at partner universities, working with these stakeholders to plan the effective delivery of Scholars Programme university events
- Provide event feedback and lead a cycle of continuous improvements with university partners
- Collaborate with the Head of University Partnerships to identify emerging risks at partner universities through working group relationships
- Support on the creation of bespoke, high quality impact reports for partners
- Support the University Partnership team to maintain and renew ongoing university relationships, ensuring the collaborative work continues to meet the needs of the university

Event Management

- Alongside the Senior University Partnerships Officer ensure that all Scholars Programme pupils experience a positive university event through the effective collaboration with university partners
- Develop strong working relationships with Widening Participation teams across the UK to design, plan, and co-ordinate timetables and sessions for events for The Scholars Programme
- Upskilling members of The Scholars Programme's Programme Management team to deliver effective university events, including briefing emails, internal training and responding to queries from the team
- Collaborate on the implementation of new systems and processes to improve university events, including identifying opportunities to reduce cost and staff time
- Where required, support on the delivery of special projects and events in collaboration with university partners

Programme Delivery

- Delivery of all aspects of university events including delivery of sessions to pupils, parents/carers and the running of the event logistics
- Lead on the design, staff training and continual improvement of all sessions to be delivered at Scholars Programme university events including: welcome sessions, Information, Advice and Guidance, Study Skills and Graduation ceremonies
- Collaborate with the Programme Management team to ensure that schools are effectively informed about upcoming events and that feedback from schools and tutors is embedded into future cycles of events

Wider Support

- Support the charity's wider activities, including data collection, reporting, and communications.

Safeguarding at The Brilliant Club

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff, and to taking reasonable steps to protect from harm all those who come into contact with the Charity. 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.