

## Job Description – Partnerships and Projects Co-ordinator



Job Title	Partnerships and Projects Co-ordinator
Line Manager	Senior Programme Officer, Student Success and Academic Development Team
Salary	£24,958 (plus £2,000 London Weighting if applicable)
Contract	Permanent
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 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	ASAP

### The Organisation

The Brilliant Club is an award-winning charity that mobilises the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there. We do this through three programmes where we recruit, train and place PhD researchers to work with state school pupils: either part-time as tutors through The Scholars Programme and The Brilliant Tutoring Programme; or full-time as classroom teachers through Researchers in Schools (RIS).

### The Opportunity

We are excited to be recruiting a Partnerships and Projects Co-ordinator to join our Student Success and Academic Development team and School Partnerships team. In our 'Join The Club' strategy we have set out our ambition for university access, focusing on the two goals: working with more pupils than ever before and extending our support across the student journey; this will only be successfully delivered by working together with our key stakeholders. Ensuring that we continually deliver high quality programmes and projects is key to this strategy.

The Programme Coordinator role will support the Student Success and Academic Development and School Partnerships teams, helping to ensure all strategic priorities are effectively delivered. This role will lead on several administrative processes to ensure the development and effective tracking of the stakeholder relationships – with schools, universities and other partners – that are key to running our programmes.

The role requires a driven and dynamic team player, with excellent organisation skills. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners.

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.

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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The  
Brilliant  
Club

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 application. Please note that we will not consider applications that do not refer to this post.
Deadline	9am on Monday 31 January
Interviews	First round – Thursday 3 February; Second round – Monday 7 February
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 identify opportunities to save time/resource

### External Stakeholder Knowledge and Management

- Comfortable handling external and internal enquiries, including connecting them with the right person
- Understand the main stakeholders at The Brilliant Club

### Communication

- Writes and speaks clearly, coherently and accurately
- Adheres to rules and policies for confidentiality, data protection and information security

### Initiative and Problem Solving

- Identifies problems, suggesting possible solutions
- Effectively uses systems and structures to solve problems in a timely manner
- Actively looks for ways to help others, seeking advice and permission as required

### Developing Self and Others

- Self-reflective and committed to own professional development

### Role Specific Knowledge and Skills

- Essential – Ability to deal with sensitive issues and to demonstrate strict confidentiality
- Essential – Good working knowledge of Microsoft Office
- Desirable – Good working knowledge of ICT systems, including CRM software, Newsletter software

### Role specific Experience and Qualifications

- Essential – Two years' work experience or undergraduate degree
- Desirable – Previous work experience in a professional environment
- Desirable - Previous experience of working with young people or in schools

## 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.

### Student Success and Academic Development team support

- Manage the Student Success and Academic Development inbox
- Ensure accurate record keeping of projects on The Brilliant Club's CRM software, including tracking of target income and project numbers
- Support with the set-up of Student Success and Academic Development projects including scheduling, creating IT system log ins and maintaining information on The Brilliant Club's CRM software
- Support with the creation of documents and correspondence for different stakeholders including pupils, teachers, PhD tutors and university colleagues, in particular supporting with the formatting of pupil handbooks, project resources and feedback reports
- Support the Student Success and Academic Development team to maintain relationships with external partners. This may include responding to correspondence, calls and queries at events
- Prepare project invoicing records for finance team (providing guidance to team and supporting correction of errors)
- Prepare tutor pay records for finance team (providing guidance to team and supporting correction of errors)

## School Partnerships team support

- Sales processes
  - Managing all School Partnerships inboxes
  - Manage the processing of sales and enquiries (answering basic queries and passing onto relevant team members)
  - Ensure accurate record keeping of Sales and enquiries on The Brilliant Club's CRM software, including keeping up to date contact and organisation records for schools and networks
  - Managing website live chat, respond and triage incoming queries
  - Maintenance and processes for sign up forms and agreements
  - Support management of school invoicing and annual financial audit
- School engagement and feedback
  - Leading on programme school feedback, including improvements to system, record keeping and supporting programme team follow up
  - Lead on school newsletter (content curation and external submissions)
  - Manage newsletter mailing lists and permissions (updating and improving systems, updating regularly, segmenting audiences where required)
  - Curate content for marketing materials
  - Source and create anonymised impact reports for marketing use
- School Partnerships general support
  - Schedule team meetings, catch ups, away days
  - Support compiling agendas, taking actions and summary notes at team meetings
  - Support organisation of resources on sharepoint/teams for use across programme teams

## Wider Programme Delivery and Support

- As required support the Student Success and Special Projects and School Partnerships teams in all aspects of general admin, which may include scheduling meetings calendar support, tracking actions, and supporting with wider tutor recruitment admin tasks.
- As required, supporting the wider Brilliant Club team on all aspects of general admin and office management

## 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.