Job Title: Community Organiser (Fenland)

Line Manager: Head of Communities

Payment: Up to 660 hours at £10 p/h plus holiday pay. You will also be able to claim travel expenses.

Contract: Fixed Term until December 2022

Hours: Up to 660 hours in total. Starting at an average of 10 hours per week, you will build towards up to 20 hours per week by July 2022 with the support of an existing Fenland Organiser.

- **Group meetings:** 8 x 2 hour group meetings and 4 hour prep per meeting
- **Parent 1-1s:** Approx. 10 hours per week
- **Community organising training:** 32 hours Citizens UK training and additional internal training from The Brilliant Club
- **Supervision from The Brilliant Club and Citizens UK:** 3 hours per month, 27 hours total

Administration and communication

Based: In East Cambridgeshire and Fenland. Some travel will be required, although many sessions and 1-1s will be held online (travel expenses reimbursed). All work locations accessible from Cambridge and Peterborough.

Start Date: Immediate

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, full-time as classroom teachers through Researchers in Schools (RIS), or as a place-based community organiser focusing on parental engagement.

The Brilliant Club has a commitment to delivering consistent outcomes for our pupils, as outlined in *The Path to Outcomes* strategy.

The Opportunity

We are excited to be recruiting a Community Organiser for our Parent Power Fenland project. This role offers a meaningful, paid professional development opportunity for a PhD researcher, although it is also open to candidates with a strong connection to the Fenland community.

The Brilliant Club will work in partnership with *East Cambridgeshire and Fenlands Opportunity Area* and the *University of Cambridge* to engage parents from schools in East Cambridgeshire and Fenlands. The parental engagement model used will be based on the successful *Parent Power South London* and *Parent Power Oldham* projects.
Parent Power creates networks of parent communities across the UK, each one supported by an anchor university, in this case the University of Cambridge. Through support to develop skills in community organising and advice and guidance on accessing higher education, parents are empowered to make change to support their children’s future and ensure their children have a fair chance in education and their future careers.

Working with us, the Community Organiser will:

- Support local pupils from underrepresented backgrounds by empowering their parent/carers to become higher education experts
- Receive community organising training from Citizens UK and develop transferable skills
- Join a nationwide community of researchers making a significant impact on university access

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.

**Selection process**

1. **Written application** – reviewed by The Brilliant Club recruitment team
2. **Interview** – you will be asked to attend an online interview
3. **Pre-employment checks** – employment will be subject to DBS check, Right to Work check, TRA check (for BTP), and suitable references.
Job Description – Community Organiser (Fenland)

**Person Specification**

**Time and Resource Management**

Essential
- Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Excellent timekeeper, ensuring prompt arrival to meetings and 1-1s; well organised within 1-1s and sessions.
- Capable of adapting quickly to new systems/processes.

Desirable
- Confident in using digital systems for delivery of online sessions in parent meetings
- Experience of creating resources

**External Stakeholder Knowledge and Management**

Essential
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Professional approach to problem solving with a range of stakeholders involved in the project.
- Awareness of role as a visitor within a school and parent/carer community; understanding of the other commitments held by professionals within a school and by parent/carers.
- Understanding of The Brilliant Club mission and the Widening Participation agenda nationally.

Desirable
- Understanding of the barriers young people face to university access and some of the ways these might be overcome.
- Understanding of the current climate in the UK school system and some of the challenges young people and parent/carers might be facing.

**Communication**

Essential
- Awareness of how to engage parents and adapt university style learning for a school setting.
- Able to communicate in a timely and professional way with all project stakeholders.
- Able to take a relational approach to communication with parent/carers, especially in 1-1s
- Able to explain research accessibly to non-expert audiences

**Reflectiveness**

Essential
- Able to identify strengths and areas of development, open to feedback.

**Role specific Experience and Qualifications**

Essential
- Undergraduate level degree or above

Desirable
- PhD researcher, doctorate holder or a strong connection to a higher education institution
- Some knowledge of community organising (this is by no means essential as you will be required to attend community organising training)
- Knowledge challenges faced by Fenland communities
- Experience of delivering a Scholars Programme and/or Brilliant Tutoring placement

**Key Areas of Responsibility**
Job Description – Community Organiser (Fenland)

- Facilitate parent/carer group meetings every six weeks in collaboration with project partners. Sessions in these meetings will provide information, advice and guidance to parent/carers and provide an opportunity to build a team of parent/carer leaders who can drive change in their local communities. A significant proportion of meetings and 1-1s will be online.
- Conduct relational 1-1s with parent/carers between group meetings to discuss their views and concerns around their children’s education, and to build and develop strong relationships.
- Plan and deliver some university guidance sessions for parent/carer meetings with support from The Brilliant Club
- Collaborate with the University of Cambridge to plan and deliver a celebratory event for the families of parent/carers on the project
- Maintain excellent communication with The Brilliant Club and other project stakeholders

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. You can read our safeguarding policy [here](#).

As part of our recruitment and selection process and commitment to safeguarding, we will undertake an enhanced Disclosure and Barring Service (DBS) check, plus a children’s barred lists check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report. You can read our DBS and Recruitment of ex-Offenders policy [here](#).