## Job Description – Programme Officer

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<tr>
<th><strong>Job Title</strong></th>
<th>Programme Officer, Programme Management Team, The Scholars Programme</th>
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<tr>
<td><strong>Line Manager</strong></td>
<td>Programme Manager, Programme Management Team, The Scholars Programme</td>
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<tr>
<td><strong>Salary</strong></td>
<td>£30,829 (plus £2000 London weighting if applicable)</td>
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<td><strong>Contract</strong></td>
<td>12 month fixed term contract</td>
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<td><strong>Hours</strong></td>
<td>37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required</td>
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<td><strong>Based</strong></td>
<td>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.</td>
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<td><strong>Benefits</strong></td>
<td>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</td>
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<td><strong>Start Date</strong></td>
<td>April 2022 or subject to availability</td>
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### 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 Programme Officer to join The Scholars Programme. 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. The Programme Officer role is essential to delivery of high quality school placements working collaboratively with our PhD Tutors and school partners. The role will be key to continuing to deliver The Scholars Programme to more pupils in our next strategy.

This role will manage a cluster of placements, working with teachers and university widening participation staff to arrange programme logistics, and managing a team of PhD tutors to design and deliver their courses in schools. To manage their placements, Programme Officers will deliver aspects of our provision directly (e.g. PhD tutor training, university trips) and will support PhD tutors to deliver others (e.g. course design, tutorials). They will build and maintain excellent relationships with teachers and tutors and will oversee the sign up process for schools they work with to run future Scholars Programme placements. They will coordinate all programme activities with schools including overseeing oversee data collection to help track pupil outcomes and progress. This role will involve a mix of weeks that are mainly desk based and weeks that involve travel across the UK. The role requires a driven and dynamic team player, with successful experience of school teaching, academia or programme management. They will be positive and pro-active, with a commitment to delivering excellent standards. They will champion the charity’s values and embody them in interactions with colleagues and partners. They will be comfortable building relationships with a wide range of stakeholders and managing logistics through our online CRM system.

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.
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.

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<th>Deadline</th>
<th>9am Friday 18th March</th>
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<tr>
<td>Interviews</td>
<td>1st Round – 23rd March, 2nd Round – 29th March</td>
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<td>Further Details</td>
<td>Please visit <a href="#">www.thebrilliantclub.org</a> or call Chloe Hayes on 020 3005 3341</td>
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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
- 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

**Role Specific Knowledge and Skills**
- Essential – Knowledge of educational interventions, including impact management
- Essential – Knowledge of the school and university sectors, including the university access agenda
- Desirable – Teaching skills, including delivering training to adults
- Desirable – Stakeholder management skills that include selling programmes to school leaders

**Role specific Experience and Qualifications**
- Desirable – Qualified teacher (QTS or above) or academic research experience (PhD or above) or substantial experience of delivering a university access programme
- Desirable – Experience of managing education programmes, incl. design or delivery
- Desirable – Demonstrable experience in university access
Job Description – Programme Officer

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.

Programme Delivery

- Manage a cluster of ~40 school placements per term, ensuring high quality programme delivery resulting in excellent pupil outcomes
- Manage relationships with schools and PhD tutors, including dealing with and escalating issues to ensure positive solutions are reached
- Ensure that the communication of university events is communicated effectively and timely to schools and tutors
- Actively deliver all aspects of Scholars Programme events including staffing university trips, training tutors and tutor assessment centres and supporting other events as required
- Manage all school and tutor correspondence involved in programme delivery, including daily queries, collection of data and informing stakeholders of programme next steps

Data Management

- Responsible for the collecting and tracking of data from cluster of school placements
- Regularly evaluate patterns in data from school placement clusters to identify areas of improvement, making changes as necessary

PhD Tutor recruitment, onboarding and management

- Support the delivery of assessment centres, including interviews and selection
- Support the design and delivery of training and on-going support for our PhD tutors, including delivering training sessions, supporting course handbook design, training weekends, regular quality assurance of tutors
- Manage a termly cluster of PhD Tutors delivering The Scholars Programme in school, including ensuring the best possible pupil outcomes, high data returns and high professional standards. As required work with PhD Tutors to improve their programme delivery and professional standards

School Partnership Management

- Maintain relationships with school partners, including leading on renewal conversations to meet revenue targets for school partnership income
- Identify opportunities to engage with school partners to promote The Scholars Programme

Wider Support

- Support the design and delivery of special projects in collaboration with external partners
- Support the University Partnership team to engage with university partners, ensuring requirements and any feedback from schools and tutors is effectively raised when planning university events
- Support The Brilliant Club’s wider activities, including providing advice on relevant aspects of work across the organisation
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<tr>
<th>Safeguarding at The Brilliant Club</th>
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<td>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.</td>
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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.