

Job Description – PhD Coach (Join the Dots)

| | |
|-----------|----------------------------------|
| Job Title | PhD Coach (Join the Dots) |
| Stipend | £683.44 (£762.83 within London) |
| Contract | Fixed Term |
| Hours | Approximately 60 hours work |
| Based | Online and in your university |
| Dates | August 2023 – February 2024 |

The Organisation

The Brilliant Club works across the UK, supporting less advantaged students to access the most competitive universities, and to succeed when they get there. Our 2021-26 strategy, [Join the Club](#), is focused on two goals: access and success. We will work with 100,000 pupils over the next five years through our flagship Scholars Programme. We will also support students on their university journey. We will work with 11,000 undergraduates to transition and succeed at university.

The Opportunity

We are excited to be recruiting PhD Coaches to support students at university on our student success programme, Join the Dots. During the programme, PhD Coaches support a group of 8 undergraduates to develop study strategies and their sense of belonging during their first term at university through group sessions, 1:1 sessions and meetings with students and a former teacher of theirs.

Tutors working with us will:

- Support undergraduates from less advantaged backgrounds to make the transition from school to university
- Get expert training and real experience to develop their coaching and other transferable skills
- Join a nationwide community of researchers making a significant impact on supporting students to succeed at university

Please see more detail here about [Join the Dots](#). Please note that applicants must be studying for or hold a PhD from one of the programme's partner universities. To find out more about this please contact apply@thebrilliantclub.org.

The Brilliant Club work across the UK, supporting less advantaged students to access the most competitive universities, and to succeed 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.

Selection process

1. **Written application** – reviewed by The Brilliant Club recruitment team
2. **Assessment Centre** – you will be asked to prepare and teach a mini lesson and will be interviewed by Brilliant Club staff
3. **Pre-employment checks** – employment will be subject to DBS check, Right to Work check, Teaching Regulation Agency check (if you also want to work on our Brilliant Tutoring Programme), and suitable references.



Job Description – PhD Coach (Join the Dots)

| | |
|-----------------|---|
| To Apply | Please click here to fill out our Equality and Diversity Monitoring Form and apply here using our main application form, selecting 'Join the Dots' as the programme you are interested in, and if successful you will be invited to a Join the Dots specific Assessment Centre. If you are interested in The Scholars Programme as well as Join the Dots, please select both on the application, and you will be invited to a Scholars Programme Assessment Centre. |
| Deadline | Rolling application process – for the next deadline please check: https://thebrilliantclub.org/the-scholars-programme/for-researchers/application/ |
| Interviews | Join the Dots specific assessment centres will take place April-June. |
| Further Details | For more information, please visit our website or email apply@thebrilliantclub.org |

Person Specification

Time and Resource Management

- Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Excellent timekeeper, ensuring prompt arrival to sessions; well organised within sessions.
- Capable of adapting quickly to new systems/ processes.
- Confident in using digital systems for delivery of online sessions and meetings.
- Experience of creating resources/ work for others; ability to map out a series of sessions in a coherent and logical manner.

External Stakeholder Knowledge and Management

- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Professional approach to problem solving with range of stakeholders involved in delivering the programme.
- Able to work with other professionals to navigate their university and signpost students to appropriate forms of support.
- Understanding of The Brilliant Club mission and the student success agenda nationally.

Communication

- Awareness of how to engage undergraduates.
- Able to communicate effectively 1:1 and small group settings.
- Able to use coaching and facilitation skills to support students and make sure that everyone is heard and supported.
- Able to communicate in a timely and professional way with The Brilliant Club staff and teachers.
- Able to adapt communication approaches to meet the needs of different stakeholders.

Developing self and Others

- Able to identify own strengths and areas of development, open to feedback.
- Experience of and desire to develop coaching/ mentoring skills.
- Can adapt sessions to meet the needs of a group, ensuring that all participants have the opportunity to engage and develop

Role specific Experience and Qualifications

Essential

- Currently studying for a PhD or holds a doctorate (no time limit on when PhD was completed).
- Understanding of the barriers young people face to accessing and succeeding at university and some of the ways these might be overcome.
- Understanding of the current climate in the UK higher education system and some of the challenges young people might be facing.

Key Areas of Responsibility

- Communicate regularly and professionally with the students, their teachers and the Brilliant Club's Student Success Officer.
- Attend the relevant training for the Join the Dots programme.
- Schedule and prepare adequately for each 1:1 session (x8), peer group meeting (x3) and school-university check-in (x16), ensuring you have planned the session.
- Sign-post students to relevant support networks within your institution and escalate concerns to named university contact and the Brilliant Club's Student Success Officer.

Job Description – PhD Coach (Join the Dots)

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 so that successful candidates are eligible to work on our other programmes. If you wish to only work on Join the Dots, please let us know, and we will request a standard DBS check. Please note that you will then not be able to work on our other programmes until you have completed an enhanced check. Any offer of employment will be subject to a satisfactory disclosure report. You can read our DBS and Recruitment of ex-Offenders policy [here](#).