

Job Description – Community Organiser (Cardiff)

Job Title	Community Organiser (Cardiff)
Line Manager	Communities Officer
Payment	Approximately 250 hours at £10 p/h plus holiday pay. You will also be able to claim travel expenses.
Contract	Fixed Term until 31 st December 2022
Hours	Up to 250 hours in total at an average of 10 hours per week. Group meetings: 6 x 2-hour group meetings and 4-hour prep per meeting Parent 1-1s: Average of 6 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: 2 hours per month Administration, communication and evaluation tasks
Based	In Cardiff. Some travel will be required, although many sessions and 1-1s will be held online (travel expenses reimbursed).
Start Date	Immediate

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 recruit a Community Organiser for our Parent Power Cardiff project. This role offers a meaningful, paid professional development opportunity for a candidate with a strong connection to the Cardiff community.

The Brilliant Club will work in partnership with Cardiff University to engage parents from schools in Cardiff. The parental engagement model used will be based on the successful [Parent Power South London](#) and [Parent Power Oldham](#) chapters.

Parent Power creates networks of parent communities across the UK, each one supported by an anchor university, in this case Cardiff. 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.

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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.

To Apply	Please click here to fill out our Equality and Diversity Monitoring Form and here to submit your CV and cover letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Midnight on Sunday 12 th June
Interviews	There will be an online panel interview for this role on Tuesday 21 st June
Further Details	For more information, please visit our website or email recruitment@thebrilliantclub.org



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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.
- Knowledge of challenges faced by Cardiff communities.

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.)
- Experience of delivering a Scholars Programme and/or Brilliant Tutoring placement.

Key Areas of Responsibility

- 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 121s 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 Cardiff University 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.

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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](#).