

Job Description – Head of Recruitment and Retention



Job Title	Head of Recruitment and Retention, Tutor Engagement Team
Line Manager	Director of Tutor Engagement
Salary	£40,866 + £2,000 London Weighting if applicable
Contract	Fixed Term Contract, 12 months (maternity cover)
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 our offices one day per week at the moment, however this is subject to change as our policies evolve.
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	August / September 2022

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 be recruiting a fixed term Head of Recruitment and Retention to join the Tutor Engagement 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 continue to recruit and retain strong tutors to deliver our programmes will be key to delivering this strategy and the role of Head of Recruitment and Retention will be essential to this. This role will also support the other ways in which we will engage with tutors throughout our 'Join The Club' strategy, in collaborating with colleagues across The Brilliant Club.

This role will manage a small team who will be responsible for delivering the recruitment and retention activities for tutors across The Scholars Programme and Brilliant Tutoring Programme. The role will oversee all recruitment campaigns and the tracking of tutor recruitment targets. They will lead on the development and renewal of researcher development partnerships, ensuring revenue targets are met. The role will regularly involve collaborating with internal and external stakeholders and the successful candidate will be able to build positive relationships to promote the tutoring opportunity and deliver excellent standards.

The role requires an accomplished professional, with substantial experience of working with PhD researchers and universities. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be able to build positive, supportive relationships with colleagues across different teams to deliver excellent standards.

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This is a great opportunity to join the 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 CV and cover letter. Please note that we will not consider applications that do not refer to this post.
Deadline	Midnight on Sunday 5 th June
Interviews	First Round Interviews – w/c 13 th June Second Round Interviews – w/c 20 th June
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent organisational and project management skills, with an ability to prioritise and manage time effectively
- Understands the importance of budget management and ensuring processes are followed by their team

External Stakeholder Knowledge and Management

- Manages complex stakeholder relationships with confidence, adapting approach to meet different needs
- Networks appropriately with relevant external stakeholders to proactively engage with them

Communication

- Excellent written and verbal communication
- Confidently adapts content, tone and delivery of written and oral communications to the needs of the audience
- Evaluates the quality of communications within their team, to develop new approaches to communicating, including creating promotional material to appeal to a range of external stakeholders

Initiative and Problem Solving

- Proactivity in seeking to enhance processes and identifying emerging risks, solving problems and suggesting solutions as they arise
- Ability to spot inefficiencies in systems and suggest or implement improvements
- Seeks out to use the best data available and analyses/synthesise it to arrive at a robust, evidence-based solution
- Encourages a culture of innovation

Developing Self and Others

- Self-reflective and committed to own professional development
- Stretches self, team members and colleagues to develop



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Role Specific Knowledge and Skills

- Essential – Knowledge of the school and university sectors, including the university access agenda
- Essential – Knowledge of the Higher Education sector in the UK, in particular knowledge of the PhD careers landscape
- Essential – Experience of engaging with universities, including senior leaders, to develop effective ongoing relationships to support the delivery of a project or programme.

Role specific Experience and Qualifications

- Essential – Demonstrable experience of leading and delivering through others
- Essential – Experience of managing a small team
- Desirable – Previous recruitment experience
- Desirable – Business development and sales skills, including selling programmes to university leaders

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.

Leadership

- Lead the recruitment and retention team including three direct reports
- Provide strategic leadership of the recruitment and retention strategy across TSP and BTP
- Oversee the budget for tutor recruitment advertising
- Support the mobilisation including training of TSP, BTP and wider TBC staff involved in the recruitment of tutors

Tutor Recruitment

- Oversee the recruitment campaigns for TSP and BTP tutors
- Oversee the processes for the recruitment of TSP and BTP tutors, to ensure the Recruitment Officer and Co-ordinator have strong systems in place to manage high volumes of candidates
- Track progress towards recruitment targets, including ensuring an adequate regional and subject spread of tutors each term
- Oversee the creation of messaging and marketing materials for tutor recruitment, ensuring they remain relevant

Tutor Retention

- Lead developing and implementing the tutor retention strategy, including tracking and monitoring retention rates
- Oversee and develop the Tutor Review process, ensuring we have strong systems in place to support and, if necessary, withdraw tutors who don't meet expected standards

Stakeholder Management

- Ensure Researcher Development revenue caps are met for our partner universities
- Lead on the communications delivery cycle for and impact reporting for Researcher Development partners
- Work to establish new Researcher Development partners and support the team to secure the renewal of existing partners, working with both universities and Doctoral Training Partnerships
- Lead key Researcher Development partnerships, working with senior stakeholders to ensure that targets are met, and the work is aligned to the needs of the university
- Liaise with the University Partnerships team development to ensure the Researcher Development strand of full partnerships are maintained and developed
- Network effectively across the researcher development community, including relevant professional bodies

Wider Programme Delivery and support

- As required support the wider team delivery activities which may include staffing university trips, supporting with tutor training weekends

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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.

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.