

Job Description – Programme Coordinator

Job Title	Programme Coordinator, Researchers in Schools
Line Manager	Director of Researchers in Schools
Salary	£24,598 (plus £2,000 London weighting if applicable)
Contract	6 months
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	London or Leeds. We're looking at how we'll connect as a team in future. At the moment, we expect that the majority of team members will work from one of our offices one day per week, 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	Immediately on completion of notice period

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 Coordinator to join our Researchers in Schools (RIS) team. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026.

RIS is a unique teacher training programme designed exclusively for PhD graduates. The programme aims to increase subject expertise, promote research and champion university access in state schools. It supports PhD graduates to become highly-effective classroom teachers and champions for university access through an initial teacher training programme and on-going CPD training. Researchers in Schools has grown to place over 300 PhD graduates to train as teachers across the country.

The role requires a positive, proactive and well-organised approach, providing vital day-to-day support to the team. The role exists to give excellent support across the RIS team, including managing correspondence and calls; scheduling meetings, supporting the planning and delivery of events; and general administrative duties

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.



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To Apply	Please click here to fill out our Equality and Diversity Monitoring Form and here to submit your CV and a one page covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	9am Thursday 26 th May 2022
Interviews	Monday 30 th May 2022
Further Details	Please visit www.thebrilliantclub.org or call Chloe Hayes on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent organisational skills, with an ability to prioritise and manage time effectively
- Ability to identify opportunities to save time/resource

External Stakeholder Knowledge and Management

- Confidence handling external and internal enquiries, adapting approach to meet different needs
- Understanding of the main stakeholders at The Brilliant Club

Communication

- Excellent written and verbal communication
- Adherence to rules and policies for confidentiality, data protection and information security

Initiative and Problem Solving

- Ability to identify problems or inefficiencies in systems and suggest solutions or improvements
- Effectively uses systems and structures to solve problems in a timely manner
- Actively looks for ways to help others, seeking advice and permission as required

Developing Self and Others

- Self-reflective and committed to own professional development

Role Specific Knowledge and Skills

- Essential – good working knowledge of Microsoft office
- Essential – capable of adapting quickly to new systems and interfaces
- Desirable – good working knowledge of ICT systems, including CRM software
- Desirable – confident in using digital systems for delivery

Role specific Experience and Qualifications

- Essential – ability to organise own workload and juggle several tasks at once
- Desirable – previous work experience of managing events

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.

Communications and Tracking:

- Leading all e-newsletters and regular mass communications with participants, school stakeholders, and teacher training partners.
- Leading communications on The RIS Hub, our Moodle platform
- Support the RIS team including monitoring team inboxes, answering general inquiries, ensuring we have stationary and resources.
- Support participant and school tracking and monitoring include updating databases and ensuring documentation is filed and organised.

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Participant Training Events Logistics:

- Lead on the logistics planning of our summer residential training and weekend training events including resources, venues booking, accommodation, travel and catering, adapting the logistics to online delivery where necessary
- Manage logistics at events including registering participants, liaising with venue staff, managing AV requirements and rooming.
- Managing participant expenses and accommodation
- Preparing resources and printing orders

Team Support:

- Supporting financial management including raising purchase orders and budget monitoring
- Liaising with contractors e.g. ordering and managing printing.
- Managing our CRM system

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.