

## Job Description – Programme Coordinator

Job Title	Programme Coordinator, Programme Management Team, The Scholars Programme
Line Manager	Programme Delivery Manager, Programme Management Team, The Scholars Programme
Salary	£24,598 (plus £2,000 London weighting if applicable)
Contract	Permanent
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. 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	July/August 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 Programme Coordinator 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. Ensuring that we continually deliver high quality placements to schools while the programme grows is key to this strategy. The role of Programme Coordinator will be crucial to support the delivery of The Scholars Programme and ensure the best possible pupil outcomes by providing excellent team support.

There are currently two Programme Coordinator roles within the Programme Management team. They work closely together to support the team, helping to ensure all strategic priorities are effectively delivered and that schools and tutors received a high-quality service. This role will lead on several administrative processes and will include regular document creation, data input and management, liaising with stakeholders and supporting Scholars Programme events.

The role requires a driven and dynamic team player, with excellent organisational skills. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners.

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 <a href="#">here</a> to fill out our Equality and Diversity Monitoring Form and <a href="#">here</a> to submit your application. Please note that we will not consider applications that do not refer to this post.
Deadline	9am on 24 <sup>th</sup> May 2022
Interviews	First round: 30 <sup>th</sup> May 2022. Second round: 6 <sup>th</sup> June 2022
Further Details	Please visit <a href="http://www.thebrilliantclub.org">www.thebrilliantclub.org</a> 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 – Ability to deal with sensitive issues and to demonstrate strict confidentiality
- Essential – Good working knowledge of Microsoft Office
- Desirable – Good working knowledge of ICT systems, including CRM software

### Role specific Experience and Qualifications

- Desirable – Previous work experience in a professional environment
- Desirable - Previous experience of working with young people or in schools

## 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 Planning and Delivery support

- Support all members of the Programme Management team to ensure all strategic priorities are delivered effectively, resulting in the best possible pupil outcomes on The Scholars Programme. This will involve creating systems and processes to effectively liaise with team members across multiple office locations and prioritise team support equitably
- Support nationally with the setup of The Scholars Programme placements including tutorial scheduling, creating IT system logins, and maintaining information on The Brilliant Club's CRM software
- Support with the creation of documents and correspondence for different stakeholders including pupils, teachers, PhD tutors and university colleagues, in particular supporting with the formatting of pupil handbooks, school placement forms and moderated marks sheets
- Keep internal how-to guidance on programme management systems and processes up to date

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- Support the Scholars Programme Team with the planning of events including university trips and training weekends. This may include printing materials, packing resources and liaising with different stakeholders
- Attend Scholars Programme events including university trips, PhD tutor recruitment events, assessment centres and training weekends. Support with the delivery and lead on administrative processes including on-the-day logistics of these events

### Data reporting and tracking

- Work with colleagues in our Research and Impact Department to lead on the creation of school impact reports
- Support with data management across the Programme Management team, leading on all administrative processes. This will include data entry, physical data storage, requesting data from external stakeholders and informing team members about data that has not been returned
- Create and maintain programme management and data management dashboards on The Brilliant Club's CRM software

### Technology support

- Lead on the moderation of pupil and tutor messages through the Virtual Learning Environment
- Support with troubleshooting issues including responding to stakeholder queries

### Stakeholder management

- Support the Programme Management team to maintain relationships with schools, tutors and universities. This may include responding to correspondence, calls and queries at events
- Lead on monitoring and responding to correspondence through the shared schools mailbox
- Lead on the Scholars Programme parental engagement cycle, including content creation for newsletters and emails

### Wider team support

- Support the Programme Management team in their daily activities which may include scheduling meetings, taking minutes, providing calendar support and tracking actions
- As required, supporting the wider Brilliant Club team on general admin and office management

### 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.