

## Job Description – Programme Officer, BTP



The  
Brilliant  
Club

Job Title	Programme Officer, Brilliant Tutoring Programme
Line Manager	BTP Manager, Brilliant Tutoring Programme
Salary	£30,829 (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), 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 may evolve in future.
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	Mid-August to September 2022

### The Organisation

We mobilise the Masters & 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

The Brilliant Tutoring Programme boosts pupils' confidence, knowledge, and skills in core subjects. Our trained postgraduate tutors raise academic attainment through small group tutoring, and we have been an approved National Tutoring Programme provider since 2020.

Our courses are designed in collaboration with curriculum experts and our tutors are rigorously assessed and undergo extensive training. As subject experts, they support pupils to catch up and inspire them beyond the curriculum. To support the delivery of the Brilliant Tutoring Programme, The Brilliant Club is looking to recruit a dynamic and driven individual as a BTP Programme Officer.

They will manage a cluster of placements, work with teachers to arrange programme logistics, and manage a team of tutors to deliver curriculum focused content courses in schools. They will build and maintain excellent relationships with teachers and tutors, coordinating all programme activities including overseeing data collection to help track pupil outcomes and progress. To ensure high quality tutorials, they will train and provide ongoing feedback to tutors.

The role requires a driven and dynamic team player, with experience of success in school teaching, academia, or programme management. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. They will be comfortable in building relationships with a wide range of stakeholders, prioritising and managing logistics. They will coordinate programme activities, track progress and deliver results. They will be positive and proactive, with a commitment to delivering excellent standards.

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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 CV and one page cover letter. Please note that we will not consider applications that do not refer to this post.
Deadline	9am Wednesday 13 <sup>th</sup> July
Interviews	First Round Interviews: Monday 18 <sup>th</sup> July Second Round Interviews: Thursday 21 <sup>st</sup> July
Further Details	Please visit <a href="http://www.thebrilliantclub.org">www.thebrilliantclub.org</a> or call Nato Asaturov on 020 3005 3341

### Person Specification

#### Time and Resource Management

- Excellent organisational skills, with an ability to prioritise and manage time effectively
- Ability to be flexible and adapt to changing priorities
- Ability to identify opportunities to save time/resources
- Manages projects/tasks with appropriate levels of time and resource input

#### External Stakeholder Knowledge and Management

- Confident handling enquiries from external stakeholders and adapting approach
- Actively shares useful information about stakeholders with internal colleagues at all levels
- Ability to analyse data and identify areas of improvement

#### Communication

- Excellent written and verbal communication
- Confident presenting and delivering information to tutors and teachers

#### Initiative and Problem Solving

- Proactive in seeking to enhance processes and identifying emerging risks
- Ability to spot inefficiencies in systems and suggest/implement improvements
- Responds quickly to solve problems, seeking input from relevant internal stakeholders
- Ability to be calm under pressure situations & give self/others perspective

#### Developing Self and Others

- Self-reflective, open to feedback and committed to own professional development

#### Role Specific Knowledge and Skills

- Essential - Knowledge of educational interventions, including impact management
- Essential - Knowledge of the education sector, particularly the UK school system
- Essential - Capable of adapting quickly to new systems and interfaces
- Desirable - Confidence with using digital systems for delivery and programme management

#### Role Specific Experience and qualifications

- Essential – Qualified Teacher (QTS or above) or bachelor's and above or substantial experience of programme delivery
- Essential - Experience of managing education programmes, including delivery
- Desirable – Experience of delivering content to adults

## 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 Delivery**
  - Manage a cluster of ~60 school placements & tutors per term from set up to completion, ensuring high quality programme delivery resulting in excellent pupil outcomes
  - Manage relationships with schools and tutors, including dealing with and escalating issues to ensure positive solutions are reached
  - Manage all school and tutor correspondence involved in programme delivery, including daily queries, high data returns and informing stakeholders of key actions.
- **Data Management**
  - Responsible for the collecting, tracking of data and producing impact reports for cluster of school placements
  - Regularly evaluate patterns in data from school placement cluster to identify areas of improvement, making changes as necessary
- **Tutor recruitment, onboarding, and management**
  - Support the delivery of assessment centres, including tutor interviews and selection
  - Support the design and delivery of training and ongoing support for our tutors, including delivering training sessions and regular quality assurance of tutors
- **School partnership management**
  - Maintain relationships with school partners, including identifying opportunities which may lead to further embedding The Brilliant Club programmes in the school
- **Wider Support**
  - Support The Brilliant Club's wider activities, including providing inputs on relevant aspects of work across the organisation

## 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, are 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.