

Job Description – School Partnerships Officer

Job Title	School Partnerships Officer
Line Manager	Head of School Partnerships
Salary	£30,829 (plus London Weighting Allowance of £2,000 per annum if applicable)
Contract	One-year fixed term. We are happy to discuss flexible working.
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	London, Leeds, Cardiff or Birmingham. 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	Summer 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 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 School Partnerships Officer to join the School Partnerships Team. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026, specifically building partnerships with schools to deliver our three school facing interventions: The Scholars Programme, The Brilliant Tutoring Programme and Join the Dots.

Your job will be to raise awareness of our programmes and transform expressions of interest into school partnerships. If you are passionate about communicating with different audiences, quickly building relationships, and meeting ambitious targets that have a huge social impact, this could be the perfect role for you. This role will require you to become an expert on our Scholars Programme, Brilliant Tutoring Programme and Join the Dots so that you can confidently discuss their features and benefits with key stakeholders. You will be comfortable in winning the confidence of head teachers and senior school leaders of prospective schools who have expressed an interest in partnering with us. This isn't just about administering a process; it's about understanding the needs of individual schools and how our programmes can support their priorities. You will be tenacious and empathetic in equal measure. Alongside meeting with schools and securing partnerships, you will be involved with generating interest in our programmes, via social media, marketing, and network building. You will also work to improve the efficiency of our internal systems, so teachers have the best experience communicating with us.

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	5pm 1 st July 2022
Interviews	First round interviews w/c 4 th July (online). Second round interviews w/c 11 th July (online). We recognise that availability and technology can sometimes be a barrier to interviewing, so would be happy to talk about this with any candidates invited to interview.
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov on 020 3005 3341

Person Specification

Time and Resource Management

- Experience and enjoyment of working in a target-driven, fast-paced environment
- Ability to organise own workload and prioritise effectively
- Excellent ability to manage organisational projects, with appropriate levels of time and resource input, seeking feedback and support where required.

External Stakeholder Knowledge and Management

- Understanding of the complex needs of our stakeholders and ability to create opportunities for partnership with The Brilliant Club.
- Excellent ability to steward external partnerships, ensuring their needs are supported and opportunities to grow our impact are found.

Communication

- Excellent communication skills, both written and verbal, especially the ability to explain complex concepts in a simple and compelling way
- Excellent ability to ensure communications consistently have the desired impact – getting or helping the audience to think, feel or do what was intended.

Initiative and Problem Solving

- Ability to proactively identify risks and solve problems
- High level of attention to detail and commitment to recording relationship information accurately
- Ability to understand and use data effectively and communicate numerical information clearly.

Developing Self and Others

- Ability to work as an enthusiastic and collaborative team member, with a desire to engage in cross-team support and development
- Enthusiasm for personal development and learning new skills.

Role Specific Knowledge and Skills

- Essential - Appreciation of, and commitment to, the charity's mission
- Essential – Knowledge of the education sector, particularly the UK school system
- Essential - Excellent working knowledge of Microsoft Office
- Desirable – Experience of using CRM systems, such as Salesforce
- Desirable – Experience of utilising a range of platforms to communicate to external stakeholders, such as MailChimp, social media and email.

Role Specific Experience and Qualifications

- Essential – Experience of partnership building or selling a programme, product or service to schools
- Desirable – Experience of working in university access or career interventions

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.

Partnership Development:

- Lead and foster potential school partnerships and network relationships to increase the reach of our programmes

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- Convert a high volume of school enquiries into partnerships to meet our strategy targets
- Work with the Head of School Partnerships to implement a strategy for meeting annual school sales targets and supporting regional development across The Scholars Programme, Brilliant Tutoring Programme and Join the Dots
- Support the development of value-add activity for schools, networks and multi-academy trust partners to align with their priorities and develop partnerships with The Brilliant Club
- Support the development of targeted social media campaigns and marketing work to attract new school enquires
- Represent the Charity and its programmes at networking events and conferences.

Ongoing relationship management:

- Steward relationships with partners including schools, networks and multi-academy trusts, to ensure that partnerships are renewed annually and communicate regularly to generate opportunities to build our work with them
- Deliver bespoke, high quality impact reports for partners
- Support existing partners to engage with the range of programmes available and understand how each one meets different student needs.

Reporting and tracking:

- Maintain sales processes, actions and data accuracy on Salesforce
- Support the Head of School Partnerships to report on new and existing national partners
- Support the Head of School Partnerships in the development of systems to improve the tracking and monitoring of national partnerships across the charity
- Support work on long-term process solutions to account management, particularly when schools engage with multiple programmes.

Wider Support:

- Support the School Partnerships team's activities and responsibilities as required, including inputting on longer term partnerships strategy
- Support the charity's wider activities, including data collection, reporting, and communications
- Attend events with external stakeholders, such as Scholars Programme Graduations.

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.