

Job Description – Access and Success Project Manager



Job Title	Access and Success Project Manager
Line Manager	Access and Success Projects Director
Salary	£34,963 + £2,000 London Weighting if applicable
Contract	Permanent. We are happy to talk flexible working
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
Based	Birmingham, Cardiff, Leeds or London, 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, and that wider teams will come together across the country on a monthly basis, 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	Immediately upon 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 an Access and Success Project Manager to join the Access and Success Projects Team. You'll work with your team to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026.

The role will manage a team of officers and oversee the delivery and development of access and success projects. These are bespoke projects delivered in partnerships (typically with universities and schools) that sit outside the charity's established programmes. The manager will lead on key priorities for the team including increasing the range of projects, developing a clear approach to evaluation in collaboration with the charity's Research and Impact Department, seeking access and student success projects that address discrete inequalities as well as delivering student success projects. This role will also manage the charity's contract Seren, a programme created by the Welsh Government's to support students from across Wales to progress to university and oversee the delivery of the charity's work on the project.

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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The
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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 on 24 June 2022
Interviews	First Round on 28 June, Second Round on 4 July
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov on 020 3005 3341

Person Specification

Time and Resource Management

- Excellent time and project management, with a strong understanding of value for money, takes responsibility for managing this and helps their team to do so
- Ability to be flexible and adapt to changing priorities
- Helps others to develop the skills and behaviours to build good time and resource management
- Manages projects, with appropriate levels of time and resource input

External Stakeholder Knowledge and Management

- Understands complex external stakeholders as individuals and as part of the wider sector
- Knows the key ways in which their team manages external stakeholder relationships and evaluates strengths of approaches
- Takes ownership for learning about stakeholders outside of immediate remit

Communication

- Excellent written and verbal communication
- Understands the importance of promoting collaborative communication – e.g. through effective meetings
- Evaluates the quality of communications within their team, with other teams and with external stakeholders

Initiative and Problem Solving

- Identifies patterns and investigates these to 'design out' problems and risks
- Understands the interdependencies between different parts of the charity's work, and the implications for risk management
- Ensures that decisions are backed-up by a strong, evidence-based rationale – drawing on expert advice and support

Developing Self and Others

- Stretches self and team members to develop through provision of internal and external development opportunities
- Self-reflective and committed to own professional development
- Committed to the development of others

Role Specific Knowledge and Skills

- Essential – Understanding of university access and student success agenda
- Essential – Capable of adapting quickly to new systems and interfaces
- Essential – Knowledge of educational interventions, including impact management
- Essential – Capable of managing multiple projects with effective systems to track delivery against KPIs
- Desirable – Business development and sales skills, including proposing projects or programmes to university and school leaders

Role specific Experience and Qualifications

- Essential – Experience of managing student success or university access projects or programmes incl. design and delivery
- Essential - Demonstrable experience of leading and delivering through others
- Essential - Demonstrable experience of working with senior external stakeholders
- Desirable – Experience of managing a team

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.

Management Oversight

- Line management of a small team of Access and Success Officers

Programme / Project Delivery

- Oversee delivery of all projects within the team (except for those in pilot phase) - ensuring KPIs are met and supporting with stakeholder management
- Manage Seren contract and delivery, including:
 - Ensure staffing is in place to deliver Seren conferences and Seren Award
 - Attend planning and working group meetings as necessary
 - Liaise with Finance to set up and issue invoices
 - Liaise with National Manager for Wales and other teams working on Seren (currently Research and Impact Department and Communities) to ensure contract and delivery updates are shared internally
- Work with Access and Success Projects Director to ensure staffing in place to deliver projects
- Ensure the Research and Impact Department are included in project delivery as necessary
- Work with the Research and Impact Department to lead approach to evaluating projects

Business and Project Development

- Lead business development conversations with partners and lead the writing and development of key proposals, ensuring appropriate teams within the charity are involved in project scoping
- Review all project proposals written by Senior Access and Success Officer and Access and Success Officers, and oversee agreements and sign off processes across the team

Internal Governance and Reporting

- Review invoicing and tutor pay reports and track income from confirmed projects
- Support team members to manage oversights (currently tutors, pedagogy and project delivery) and work with programme support teams (School Partnerships, Tutor Engagement and University Partnerships) to ensure a joined-up approach to project delivery

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.