

# Job Description – Communities Coordinator



Job Title	Communities Coordinator
Line Manager	Head of Communities
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	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. Our offices are based in London, Leeds, Cardiff and Birmingham.
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	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

In 2021, The Brilliant Club launched its new five-year strategy; [Join the Club](#). An essential strand of the new strategy is the charity's work with its communities (including pupils, parents and PhD researchers). We are looking for a candidate to take on an exciting new role which will play a vital role in this work.

This role will require a positive, proactive, and well-organised approach. The successful candidate will join the growing Communities team, working on projects which focus on listening to those with lived experience of barriers to higher education and working with them to create change. You will play an integral role in building our alumni network through the development of engagement opportunities, as well as strengthen connections to our alumni through administration of our [Ambassadors](#) and [Experience Experts](#) schemes. You will also support our sector-leading [Parent Power](#) chapters and brand-new PhD Changemaker programme.

The successful candidate will be comfortable working in an efficient and high-performing team. As well as having this flexibility, they will also be driven, creative and motivated to share the stories of the communities the charity works with. 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 support more young people to 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.

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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 a one page covering letter. Please note that we will not consider applications that do not refer to this post.
Deadline	9am on Monday 11 <sup>th</sup> July
Interviews	First round interviews: Monday 18 <sup>th</sup> July Second round interviews: Tuesday 26 <sup>th</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

### External Stakeholder Management

- Understands the complexity of the different audiences The Brilliant Club works with and how to tailor communications to different audience needs
- Proactively engages with external stakeholders and identifies opportunities to build networks and share community stories

### Communication

- Confidently adapts content, tone and delivery of communications based on the audience and the communication mechanism
- Uses high attention to detail to create quality copy, capture information accurately, spot errors and identify issues.

### Initiative and Problem-Solving

- Proactive in seeking feedback to enhance processes
- Ability to take ownership of projects and be accountable for spotting and solving problems within these projects

### Time and Resource Management:

- Manages own time and workload, with strong prioritisation skills

### Developing Self and Others

- Self-reflective and committed to own professional development

### Technical Skills

- Confident in using digital systems for delivery
- Capable of adapting quickly to new systems and interfaces

### Role Specific Knowledge and Skills

- Essential – Able to take a people-focused approach to working with a diverse range of communities
- Essential – Experience of managing projects or organising events
- Desirable – Experience of community organising or working within a community environment
- Desirable – Experience of CRM systems, such as Salesforce, and email platforms such as MailChimp

### **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.

### **Building and Developing our Alumni Community**

- Building our wider alumni community, including monitoring sign up and creating our alumni newsletter
- Working across the charity to build alumni community messaging and sign up to our programmes
- Engaging with alumni to understand what they want from our network and working with colleagues across the organisation to broker alumni opportunities
- Tracking and reporting on alumni engagement with our content, events and opportunities
- Coordination of our ambassador scheme, including recruitment processes
- Owning our relationship with our ambassadors, and working with teams on how to share their stories
- Experience Experts Panel administration, including meeting coordination and communication with panel and Young Trustee.

### **Communities Team Administration**

- Administration tasks for Parent Power, including managing project inboxes and social media accounts
- Administration tasks for our PhD Changemakers scheme, including communication with our PhD researcher community
- Development of internal communications for Communities work and providing a contact point for teams wishing to engage with our communities.

### **Wider charity support**

- Supporting with charity events such as programme events, and staffing assessment centres, as needed.

### **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.