



Job Description –University Partnerships Manager

Job Title	University Partnerships Manager, University Partnerships Team
Line Manager	Director of University Partnerships
Salary	£34,963 - £36,821 (plus £2000 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 have offices in Birmingham, Cardiff, Leeds and London. Although we are a hybrid organisation and will enable you to set up an office to work effectively from home, we do think in-person connection time is important. After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least 3 days per month. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation.
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 on 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 a University Partnerships Manager to join the University Partnerships team. In our '[Join The Club](#)' strategy we have set out our ambition for university access: working with more pupils than ever before and extending our support across the student journey. Ensuring that we consistently deliver exceptional university events, while working with more pupils, will only be successfully delivered by working closely with our key university stakeholders. The University Partnerships Manager will, with the support of their team, hold positive university relationships, and lead on the development and delivery of excellent pupil events across the UK.

The successful candidate will be highly experienced in organising and delivering events. They will ensure that the design and delivery of university events is of a high standard and provide a rich, sector-leading experience to pupils from a range of age groups. They will be highly organised, detail-oriented, and able to plan effectively for busy time periods. They will be comfortable building and maintaining relationships with a wide range of stakeholders. They will be up-to-date with the widening access and participation agenda and able to discuss the challenges and opportunities facing the UK higher education sector. This role will involve some travel across the UK to support the planning and delivery of events at our different university 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 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	9 am Thursday 4 th August
Interviews	First Round – 9 th August, Second Round – 15 th August
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov on 020 3005 3341.

Person Specification

Time and Resource Management

- Experience of managing a heavy workload and prioritising effectively to deliver projects and events
- Excellent organisational skills, with an ability to prioritise and manage time effectively
- Ability to identify opportunities to save time/resource
- Helps others to develop the skills and behaviours to build good time and resource management

External Stakeholder Knowledge and Management

- Experience of collaborating with external partners to run high-quality events
- Significant experience designing and delivering widening participation activities for school pupils with higher education providers
- Manages complex stakeholder relationships with confidence, adapting approach to meet different needs
- Coaches the team to identify issues and opportunities to better manage external stakeholder relationships

Communication

- Excellent written and verbal communication
- Confidently adapts content, tone, and delivery of written and oral communication to the needs of the audience
- Experience of delivering pupil, parent and teacher-facing widening participation sessions
- Experience of communicating with a range of external stakeholders

Initiative and Problem Solving

- Proactivity in seeking to enhance processes and identifying emerging risks, solving problems, and suggesting solutions as they arise
- Ability to spot inefficiencies in systems, and suggest and implement improvements
- Encourages a culture of innovation

Developing Self and Others

- Self-reflective and committed to own professional development
- Stretches self, team members and colleagues to develop

Role-Specific Knowledge and Skills

- Essential – knowledge of the education sector in the UK, in particular the access and participation agendas
- Essential - capable of adapting quickly to new systems and interfaces. Excellent knowledge and confidence of using different IT platforms in particular CRM systems and Microsoft Office
- Essential – demonstrable openness to feedback and reflective practice in approach to work and team management
- Essential – experience of engaging with universities, to deliver events, projects or programmes
- Desirable - confident in using digital systems for delivery

Role-specific Experience and Qualifications

- Essential – extensive experience of working with or within education institutions
- Essential – previous experience of managing events
- Essential – experience of leading and delivering through others, in particular holding other accountable for delivery of successful work or projects
- Essential – understanding of the needs of teacher and pupils, particularly those who are less advantaged
- Essential – experience of external stakeholder management to deliver collaborative work
- Desirable - experience of line management and leading a team
- Desirable – experience of working with or in schools

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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.

Leadership

- Lead members of the team who are involved with university event delivery and the maintenance of university relationships, including a University Partnerships Officer and the Universities Partnerships Co-ordinator
- Provide leadership across the University Partnerships and The Scholars Programme Management team to ensure the delivery of high-quality university events for pupils, including the delivery of the efficiencies and enhancements to university events as part of the Join the Club strategy
- Maintain an oversight of any expenditure associated with the planning of university events, ensuring this remains in budget by liaising with the relevant budget holders

Stakeholder management

- Responsible for the maintenance of upwards of thirty university event planning relationships; in addition, support the University Partnership Officer to maintain positive relationships with their own sub-set of universities
- Develop strong working relationships with Widening Participation teams across the UK, leading event planning relationships to design and co-ordinate events for The Scholars Programme
- Support the Director of University Partnerships and Head of University Partnerships to build and maintain overall university partnerships across The Brilliant Club' programmes, including identifying risks and emerging themes from university colleagues
- To develop and oversee the cycle of communication that is needed to manage strong partnerships and deliver effective events

Event and Project Management

- Lead on The Scholars Programme university experience for pupils through effective collaboration with university partners
- Plan staffing for the delivery of events, working closely with key staff across the organisation, including upskilling members of The Scholars Programme team to deliver effective university events, including briefing emails, internal training and responding to queries from the team
- Provide event feedback and lead a cycle of continuous improvement for our events with university partners
- Lead the implementation of new systems and processes to improve university events, including identifying opportunities to reduce cost and staff time

To ensure that we continually have enough capacity at events to host all pupils participating in The Scholars Programme throughout the 'Join the Club' strategy **Reporting and tracking**

- With support, develop the tracking and monitoring of university partnerships and events within our CRM system (Salesforce).
- Oversee the creation of bespoke, high quality Impact reports for partners

Wider Support

- Support the charity's wider activities, including data collection, reporting, and communications

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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.