



## Job Description – University Partnerships Coordinator

Job Title	University Partnerships Coordinator, University Partnerships Team
Line Manager	University Partnerships Manager, University Partnerships Team
Salary	£24,598 (plus £2,000 London weighting if applicable). Pro rata for part-time options
Contract	Permanent. Full time and part-time job-sharing options will be considered.
Hours	Full time (37.5 hours per week Monday to Friday) or part-time job-sharing options will be considered. Flexible working with 10am – 3pm core hours, some evenings and weekends required. If part-time, we would work with you and your job share partner to agree working patterns.
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	As soon as possible or 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 Coordinator to join the University Partnerships team. In our '[Join The Club](#)' strategy we have set out our ambition for university access, focusing on the two goals: working with more pupils than ever before and extending our support across the student journey; this will only be successfully delivered by working together with our key stakeholders. Ensuring that we can continually deliver exceptional university events with the ambition of working with more pupils will be key to this strategy, and the role of University Partnerships Coordinator will support the delivery of these events and the mobilisation of our university partners.

This role will give excellent support to the University Partnership Team, helping to ensure all strategic priorities are delivered effectively. The role will lead on several administrative processes to ensure that all Scholars Programme pupils experience high-quality university events; the role will regularly include document and correspondence creation, data management and supporting the planning and delivery of events. The University Partnerships Coordinator will also support the Head of and Director of University Partnerships to

## Job Description – University Partnerships Coordinator

research prospective university partners, schedule and prepare for meetings with new and potential partners and create high-quality supporting documentation and reports for the university audience.

The role requires a driven and dynamic team player, with excellent organisation skills. The successful candidate will champion the charity's values and embody them in interactions with colleagues and partners. This is a great opportunity to join The Brilliant Club, 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, 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. We also welcome applications from candidates looking for part-time roles, since job-sharing options will be considered for this role.

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 responses to some application questions. Please note that we will not consider applications that do not refer to this post.
Deadline	9am on Thursday 18 <sup>th</sup> August
Interviews	First round interviews on Wednesday 24 <sup>th</sup> August. Second round interviews on Thursday 1 <sup>st</sup> September
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 plan ahead for busy periods, juggle competing priorities and manage time effectively
- Ability to identify opportunities to save time/resource.

#### External Stakeholder Knowledge and Management

- Comfortable handling external and internal enquiries, including connecting them with the right person
- Understand the main stakeholders at The Brilliant Club, particularly the access and participation community.

#### Communication

- Writes and speaks clearly, coherently and accurately
- Adheres to rules and policies for confidentiality, data protection and information security.
- Creates high-quality documents tailored to specific audiences (e.g., pupil-facing presentations, reports for universities, resources for parents/carers)

#### Initiative and Problem Solving

- Identifies problems, suggesting possible solutions
- Effectively uses systems and structures to solve problems in a timely manner
- Actively looks for ways to help others, seeking advice and permission as required.

#### Developing Self and Others

- Self-reflective and committed to own professional development.



## Job Description – University Partnerships Coordinator

### Role Specific Knowledge and Skills

- Essential – Ability to deal with sensitive issues and to demonstrate strict confidentiality
- Essential – Good working knowledge of Microsoft Office, particularly Excel
- Desirable – Good working knowledge of ICT systems, including CRM software
- Desirable – Knowledge of the Higher Education sector in the UK, in particular the access and participation agendas.

### Role specific Experience and Qualifications

- Essential – Previous experience of working with others to ensure high-quality delivery of projects
- Essential – Previous experience of event support and administration
- Desirable – Previous experience of data management and reporting
- Desirable – Previous experience of working with young people

### 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.

#### Event and Project Coordination/Support

- Support the University Partnership Manager and Officer to deliver effective Scholars Programme university events and experiences, through the effective collaboration with our university partners. These events will likely be a mixture of in person and online, so will require detailed knowledge of online platforms
- Support the University Partnership Officer to mobilise and upskill members of The Scholars Programme team to deliver effective university events, including briefing emails, internal training and responding to queries from the team
- Lead on the administration processes involved in the effective running of university events including document creation, corresponding with internal and external stakeholders and data management
- Manage the external printing process of pupil graduation certificates
- Support the University Partnership Officer to continually evaluate and suggest improvements for university events activities including collating feedback, attendance and engagement data
- Support the University Partnership Officer to liaise with university partners about upcoming events. This may include leading on some of these working group relationships or leading on aspects of direct communication with partners
- Support the implementation of new systems and processes to improve university events, including identifying opportunities to reduce cost and staff time.

#### Reporting and tracking

- Lead on the creation of bespoke, high quality impact reports for partners. This will include producing trip feedback reports for university partners across six trip 'windows' throughout the year; producing termly and annual impact reports for universities; and supporting with the creation of termly impact reports for schools
- Lead on the data management for university partnerships and events, including data entry into The Brilliant Club's CRM software.

#### Team Support

- Support the wider University Partnership team in all aspects of general admin, which may include scheduling meetings calendar support, tracking actions, and supporting with admin tasks related to partnership management (for example, preparing documentation for Steering Group meetings, mapping contacts at potential partner institutions)
- As required, supporting the wider Brilliant Club team on all aspects of general admin and office management.

## Job Description – University Partnerships Coordinator



### **Programme Delivery**

- As required, attend The Scholars Programme events including university trips, PhD tutor recruitment events, assessment centres and training weekends. Support with the delivery, including on the day logistics of these events and delivery of sessions as required.

### **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.