



The Brilliant Club

Recruitment Pack

**Chief Operating Officer (Maternity
Cover)**

September 2023



Registered Limited Company: 07986971

Registered Charity: 1147771 (England and Wales), SC048774 (Scotland)

Registered Office: 17th Floor, Millbank Tower, 21-24 Millbank, SW1P 4QP

Interim Chief Operating Officer (Maternity Cover)

Start Date: January 2024

Salary: £76,225-£86,241 (Plus £2,000 London weighting for those living in London and within the M25)

Contract Type: Fixed Term – January 2024-January 2025

About the role

We are excited to be recruiting for a Maternity Cover for the role of Chief Operating Officer who will join The Brilliant Club's Executive Team; working alongside the charity's CEO, other Executive members and Board of Trustees, this role offers a unique opportunity to develop in one of the sector's most dynamic charities.

As a member of the Executive Leadership Team, this role plays a key part in delivering the charity's five-year strategy "[Join the Club](#)". The COO will have overall responsibility for the charity's Operations Division, including the finance, HR, legal and governance functions. The COO will lead on organisational development, including organisational structure, culture, and financial sustainability. The COO will play a key part in charity-wide decision-making and governance, shaping the development and delivery of the organisation's strategy.

The role requires an exceptional leader, with experience of success in senior roles focusing on operations and organisational development. They will have significant responsibility for finances and risk management, working with our Finance and People Committees, which are led by the charity's Trustees. They will also have overall responsibility for operational effectiveness across the charity and will manage specialist teams led by senior colleagues.

The successful candidate will be an adept project manager, able to manage budgets and risk, and capable of making important decisions for a developing organisation. They will be comfortable working across a range of technical streams, working with experts inside and outside the charity. They will have a clear vision to develop the charity's high-performance culture. They will have excellent communication, inter-personal and relationship management skills. Importantly, they will show humility, openness and positivity as a leader, and a commitment to delivering excellent standards.

About you

The role will best suit someone who

- Has experience at senior leadership level within an organisation
- Has experience of line managing a team of senior leaders and specialist areas
- Has significant experience in strategic financial management and budgetary control
- Has overseen, grown and developed a human resources, finance, or legal function over the course of multiple financial years
- Has knowledge of financial management practices and frameworks in the charity sector
- Has knowledge of HR, legal and people development practices and frameworks
- Has strong people management skills, including performance review and dispute resolution
- Has experience of organisational governance skills, including working with senior stakeholders, and/or Board of Trustees
- Adheres to information security policies included in the charity's ISO 27001 manual and completes information security training
- Has a demonstrable passion for furthering The Brilliant Club's mission



About The Brilliant Club

What we do

Access to higher education and the life-changing opportunities that come from attending the most competitive universities is not equal. 1 in 3 of the most advantaged students progress to the most competitive universities. In contrast, only 1 in 33 of the least advantaged young people access these universities.

We think this is fundamentally unfair. We work across the UK to support less advantaged students to access the most competitive universities, and to 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.

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.

Working for us

- Hours: 37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required.
- Benefits include: 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, five professional development day allowance + personal budget, BUPA health cover cash plan.
- We're happy to talk flexible working. We have offices in Birmingham, Cardiff, Leeds and London.
- After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least one day per week. 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.

Our values

The Brilliant Club has three core values that underpin how we work. We look for people who share these values:

- We get to a solution
- We seek and act on the best data available
- We understand that little things go a long way



"As the first in my family to go to university and having worked as a teacher in a state school, I applied to join The Brilliant Club with a real passion for the charity's mission. I am grateful every day that I work at a charity that is supportive of both professional development and flexible working, as well as being full of kind and passionate colleagues."

Leanne, Chief Operating Officer

Diversity at The Brilliant Club

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there. We think it is important that our charity reflects the lived experience of the communities we work with, 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, Non-binary (LGBTQ+) candidates, and candidates from low-income families.



"We are the Diversity and Inclusion Staff Engagement Leads at The Brilliant Club. Our role is to help make the charity an inclusive working environment for all of our colleagues. We work with our amazing [affinity groups](#) and colleagues in HR to ensure everyone at the charity has a sense of belonging."



Keasha and Mano - Diversity and Inclusion Staff Engagement Leads

Safeguarding

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.



Responsibilities

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.

Operations Division

- Responsible for the charity's Operations Division, and line management of a team of senior Directors
- Responsible for the charity's finances, and meeting financial targets, reporting to the Board of Trustees
- Oversee HR team, policies and processes including performance reviews, professional development, benefits, ways of working, organisational culture
- Oversee organisational approach to Diversity and Inclusion, drawing upon best practice from across the sector and working closely with the charity's affinity groups
- Oversee charity's facilities, including four offices: London, Leeds, Birmingham and Cardiff
- Oversee the charity's legal and data team, managing in-house Counsel and liaising with external legal firms to ensure that the charity is compliant with all regulations and protected from risk

Organisational Development

- Responsible for cross-organisational process for employee target setting and tracking, ensuring these link to the wider organisational strategy
- Responsible for high-level strategic HR, including workforce planning to ensure that we have the right people in the right roles for the duration of our strategy
- Responsible for dispute resolution and the charity's complaints process
- Responsible for the creation of a dynamic organisational culture and benchmarking our pay, benefits and people approach across sector

- Responsible for organisational design of the charity

Charity Leadership

- Responsible for delivering the operations targets within the charity's strategy. This includes high performance culture, mission, and values alignment
- Responsible for day-to-day charity governance and regulation including annual and Board calendar, liaison with Charity Commission and Companies House
- Responsible for managing the Finance and People sub-committees of our Board of Trustees and reporting to them on our charity progress
- Responsible for charity's risk register, which is shared with Board of Trustees
- Contribute to the strategic direction and ongoing development of the charity as a member of the Executive Team

Across the charity we all pitch in to help different teams and areas of work. This may mean you attend and support with the delivery of other teams' activities and events. From time to time, you may also work with another team for a fixed period of time, or collaborate on a project to ensure we deliver for the young people we serve. We think this is a good way to gain experiences in different areas of the organisation and enhance your professional skills.

Person specification

Time and Resource Management:

- Demonstrates excellent time and project management, takes responsibility for managing this and helps their team to do so
- Identifies organisational areas of weakness in time and resource management. Can identify and deliver organisational-wide or team solutions
- Makes difficult decisions about time resource and budget when necessary to do so

External Stakeholder Knowledge and Management:

- Manages complex stakeholder relationships, including conflict, by demonstrating understanding of stakeholder positions and sharing knowledge of stakeholders with appropriate colleagues
- Can handle any situation with stakeholders, including those outside their usual circle of relationships

Communication:

- Takes responsibility for ensuring high-quality communications within and from their team
- Develops new ways communicating that embody our mission and values and redefine the standard for effective communication
- Trusted to communicate on behalf on the charity in the most difficult or high-stakes contexts

Initiative and Problem-solving:

- Inspires others to challenge the status quo and implement changes that further our mission
- Takes a strategic approach to problem solving which proactively identifies both risks and opportunities and implementing an effective and timely solution

Developing Self and Others:

- Stretches self, team members and colleagues
- Uses own experience and knowledge of best practice to help others become great leaders

What comes next

To apply: Please submit your application by clicking [here](#). As part of your application, you will be asked to submit your CV and covering letter.

Deadline: 9am on 27th September

Interviews: First Round: 4th October (in person at London Office), Second Round: 6th October

For more information: Visit our website or call Nato Asaturov on 020 3005 3341

Our Year in Numbers

