The Brilliant Club
Recruitment Pack
Interim Director of Access Programmes
December 2023
Interim Director of Access Programmes (fixed term maternity cover)

Start Date: April 2024
End Date: April 2025
Salary: £64,022 (plus £2,000 London weighting for those living in London and within the M25)

About the role

We are excited to be recruiting an Interim Director of Access Programmes to join The Brilliant Club to cover the maternity leave of our Director of Access Programmes. Our ‘Join The Club’ strategy sets out our ambition for university access and success, focusing on two goals: working with more pupils than ever before and extending our support across the student journey. The Director of Access Programmes is critical for the delivery of the ‘Join The Club’ strategy, supporting us to scale our flagship access programme, The Scholars Programme, alongside developing bespoke access programmes so that the most underrepresented groups are supported to progress to university.

The role will involve overseeing the delivery of our The Scholars Programme, supporting approximately 20,000 participants to take part annually. Alongside this, the Interim Director of Access Programmes will oversee partnerships with universities and schools to develop and deliver bespoke access projects which meet the particular needs and context of the institution and the specific needs of underrepresented groups, such as mature students and care-experienced students. They will act as the Designated Safeguarding Lead for the organisation. Externally, the Interim Director of Access Programmes will network to build up the profile of access programmes representing The Brilliant Club at external events and conferences when required.

The successful candidate will have experience of leading programme delivery at a national scale and will be highly experienced in managing partnerships with a range of higher education institutions and schools. They will be up-to-date with the widening access and participation agendas and will be able to discuss in-depth the challenges and opportunities facing the UK higher education sector. They will champion the charity’s values and embody them in interactions with colleagues and partners.

While this role can be based at any of our offices throughout the UK, some travel will be required (mainly to London) for events and to attend in-person meetings.

About you

The role will be best suit someone who has:

- Significant experience working in the education sector with schools or universities
- Significant experience of programme leadership and leading large teams
- Proven experience in leading the delivery of complex programmes at a national level
- Experience of successfully scaling up a programme across the UK
- Experience of programme innovation and designing/delivering new programmes
- Excellent knowledge of IT platforms used for programme delivery, including CRM systems
- Knowledge of the school and university sectors, including the university access agenda
- Knowledge of educational interventions, including impact management and relevant evidence bases
- Essential – adhere to information security policies included in the charity’s ISO 27001 manual and complete 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

Leadership

- Provide strategic leadership for access programmes and projects, leading the Scholars Programme team, the Access Projects team and the Teaching and Learning team to successfully deliver annual targets and identify new areas for development.
- Directly line-manage the Director of The Scholars Programme, Access Projects Manager and the Head of Teaching and Learning.
- Support the access teams to collaborate effectively with other teams across the organisation.
- Manage the access budget, setting the budget on an annual basis and monitoring revenue and spend with the Finance Director.
- Member of the Senior Leadership Group, playing an important role in the decision making and coordination of activities across the charity to ensure and support the charity to deliver the five-year strategy, ‘Join the Club’
- Designated safeguarding lead for the organisation, responsible for charity-wide policies/training, overseeing referrals and liaising with externals as appropriate.
- Represent The Brilliant Club externally as required, speaking at conferences/events and developing new partnerships.

Programme Delivery and Development

- Oversee all aspects of delivery of access programmes and projects across the UK, ensuring high quality programme delivery and excellent student outcomes.
• Oversee the programme delivery cycles. This includes planning, risk-mitigation, quality assurance and evaluation of programme processes, resulting in excellent outcomes whilst ensuring the programmes remain cost efficient.
• Support the Head of Teaching and Learning to implement high quality curriculum and pedagogy across access programmes and effective tutor training.
• Work with university partners to develop bespoke access programmes and training which meet the specific needs of institutions.
• Work with the Research and Impact Department to analyse student outcome data to make continual improvements to programme delivery.
• Collaborate with colleagues in Operations to ensure effective prioritisation of resource, including planning IT developments to support continual improvements.

Stakeholder Management
• Work in partnership with the University Partnerships Director to secure new university partners for access programmes and projects.
• Ensure effective mechanisms are in place to consult with stakeholders, including schools and universities. Utilise feedback to improve service delivery and ensure excellent relationship management.
• Be a senior point of escalation for any unresolved relationship management conflicts with partners to ensure positive solutions are reached.

Cross-organisational Work
• As required, support the delivery of university events for pupils
• Support The Brilliant Club’s wider activities, including providing advice on relevant aspects of work across the organisation.
• 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:

• Excellent organisational and project management skills, with an ability to prioritise and manage time and budget effectively
• Strong understanding of value for money, using this to support meeting income targets from external partnerships

External Stakeholder Knowledge and Management:

• Manages complex stakeholder relationships including conflicts with confidence, adapting approach to meet different needs
• Excellent skills to secure and maintain income-generating commercial relationships
• Networks appropriately with relevant external stakeholders to proactively engage with them
• Coaches their team to identify issues and opportunities to better manage external stakeholder relationships

Communication:

• High quality written and verbal communication, including writing partnership proposals and agreements
• Confidently adapts content, tone and delivery of written and oral communications to the needs of the audience
• Confident in public speaking including delivering conference sessions and networking on behalf of an organisation

Initiative and Problem-solving:

• Proactive in seeking to enhance processes, spot inefficiencies and identify emerging risks, solving problems, and suggesting solutions as they arise
• Encourages a culture of innovation
• Takes a strategic approach to problem solving using data to arrive at evidence-based solutions and shows an understanding of risk management implications

Developing Self and Others:

• Self-reflective and committed to own professional development
• Develops others through LM and team leadership

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 complete the answers to some application questions.

Deadline: Wednesday 10th January, 12.00pm

Interviews: First round – Monday 22nd January; Second Round – Thursday 25th January. Interviews will take place virtually on Microsoft Teams.

For more information: Visit our website or call Nato Asaturov on 020 3005 3341.
Our Year in Numbers

22,073 students

- 14,266 students took part in The Scholars Programme
- 4,250 students took part in The Brilliant Tutoring Programme
- 321 schools were in rural or coastal areas
- 1,067 schools
- 154 schools were in social mobility cold spots
- 3 Parent Power chapters worked to improve their children’s education journey
- 803 PhD researchers
- We partnered with 42 universities
- We worked with 31 ambassadors and 13 experience experts
- 141 students took part in our Uni Pathways Programme, run by their Researchers in Schools teacher
- 3,325 students took part in our Access projects
- 6,694 students on The Scholars Programme were eligible for Pupil Premium.