



The Brilliant Club

Recruitment Pack

PhD Coach

2024/25



Registered Limited Company: 07986971

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

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

PhD Coach (Join the Dots)

Dates: August 2024 – February 2025

Contract Type: Fixed Term

Based: Online and in your university

Placement Payment: £679.14 (£744.23 within London) or £430.35 (£471.59 within London), depending on group size.

Hours: Approximately 50.5 hours work (group size of 5-8) or 32 hours work (group size of 1-4).

About the role

We are excited to be recruiting PhD Coaches to **support students** at university on our student success programme, Join the Dots. During the programme, PhD Coaches support up to 8 undergraduates to develop **study strategies** and their **sense of belonging** during their first term at university through group and 1:1 sessions.

PhD Coaches working with us will:

- Support undergraduates from **less advantaged backgrounds** to make the transition from school to university.
- Get expert training and real experience to develop their **coaching** and other **transferable skills**.
- Join a nationwide community of researchers making a **significant impact** on supporting students to succeed at university.

Please see more detail here about [Join the Dots](#). Please note that applicants must be studying for or hold a PhD from one of the programme's partner universities. To find out more about this please contact apply@thebrilliantclub.org.

About you

The role will best suit someone who:

- Is currently studying for a **PhD** or holds a doctorate (there is no time limit on when PhD was completed).
- Has a demonstrable **passion** for furthering The Brilliant Club's mission.
- Understands the **barriers** young people face in accessing and succeeding at university and some of the ways these might be overcome.
- Understands the **current climate** in the UK higher education system and some of the challenges young people might be facing.

While we do require candidates to be actively pursuing or have already obtained their PhD, we enthusiastically welcome applications from individuals who may not think they fully meet all other specified criteria.



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.

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

- Communicate regularly and professionally with the students-and the Brilliant Club's Student Success Officer and Coordinator.
- Attend the relevant training for the Join the Dots programme.
- Schedule and prepare adequately for each 1:1 session (4 x 45-minute sessions per student) and each peer group meeting (two sessions for your group), ensuring you have planned the sessions.
- Sign-post students to relevant support networks within your institution and escalate concerns to named university contact and the Brilliant Club's Student Success Officer.

Person specification

Time and Resource Management:

- Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Excellent timekeeper, ensuring prompt arrival to sessions; well organised within sessions.
- Capable of adapting quickly to new systems/ processes.
- Confident in using digital systems for delivery.
- Experience of creating resources/ work for others; ability to map out a series of sessions in a coherent and logical manner.

External Stakeholder Knowledge and Management:

- Able to work in a way that promotes the safety and wellbeing of children and young people.
- Professional approach to problem solving with range of stakeholders involved in delivering the programme.
- Able to work with other professionals to navigate their university and signpost students to appropriate forms of support.
- Understanding of The Brilliant Club mission and the student access agenda nationally.

Communication:

- Awareness of how to engage undergraduates.
- Able to communicate effectively in 1:1 and small group settings.
- Able to use coaching and facilitation skills to support students and make sure that everyone is heard and supported.
- Able to communicate in a timely and professional way with The Brilliant Club staff.
- Able to adapt communication approaches to meet the needs of different stakeholders.

Developing Self and Others:

- Able to identify strengths and areas of development, open to feedback.
- Experience of and desire to develop coaching/mentoring skills.
- Can adapt sessions to meet the needs of a group, ensuring that all participants have the opportunity to engage and develop.

What comes next

To apply: Please apply [here](#) and select Join the Dots as the programme you are interested in. *If you are interested in being a tutor on other Brilliant Club programmes, please select both Join the Dots and The Scholars Programme as your programmes of interest.*

Deadline: Ongoing

Assessment Centre: You will be asked to prepare and teach an 8-minute mock 1-1 and will be interviewed by Brilliant Club staff.

For more information: Visit our [website](#) or email apply@thebrilliantclub.org.

Our Year in Numbers

