



The Brilliant Club

Recruitment Pack

Community Organiser

(Newport Parent Power)

July 2024



Registered Limited Company: 07986971

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

Registered Office: Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH

Community Organiser (Newport Parent Power)

Start Date: Immediate

Salary: £10,520 per annum (0.4 FTE - salary is pro-rated from £26,300)

Contract Type: Fixed term until 31st July 2025

Line Manager: Communities Manager

About the role

We are excited to recruit a Community Organiser for our Newport Parent Power project. This role offers a meaningful, paid professional development opportunity. The Brilliant Club will work in partnership with Jesus College, University of Oxford and King's College London to engage with parents in Newport. The parental engagement model used will be based on the successful [Parent Power South London](#) and [Oldham Parent Power](#) projects.

- Jesus College, University of Oxford is one of the constituent colleges of the University of Oxford in England. The college combines the highest standards of academic excellence in teaching and research with a vibrant, inclusive and supportive community. Our 650 undergraduate and graduate students come from a wide range of backgrounds, countries and cultures. We aim to attract the brightest minds, and are committed to raising aspiration and improving social mobility through a programme of bursaries and outreach. The College was founded in 1571 by Queen Elizabeth 1, at the request of a Welsh lawyer and clergyman called Hugh Price, and our beautiful Dining Hall, Chapel, and Principal's Lodgings are still used for their original purposes today. The historic Fellows' Library houses our collection of early printed books, and our stunning quadrangles provide an oasis of green; bustling with life in the summer months. We embrace all the wonderful Oxford traditions, and also celebrate many unique to Jesus College itself, such as our annual St David's Day celebrations to mark our Welsh origins.
- King's College London is an internationally renowned university delivering exceptional education and world-leading research. We are dedicated to driving positive and sustainable change in society and realising our vision of making the world a better place. Through our commitment to exceptional education, impactful research and genuine service to society, we are creating positive change in our communities, both in London and on the world stage. Our [Vision 2029](#) looks forward to our 200th anniversary in 2029 and sets out our ambitious plans in five key areas:
 - Educating the next generation of change-makers;
 - Challenging ideas and driving change through research;
 - Giving back to society through meaningful service;
 - Working with our local communities in London;
 - Fostering global citizens with an international perspective.

Parent Power supports parents and carers to develop skills in community organising and advice and guidance on accessing higher education, empowering them to make change to support their children's future and ensure that they have a fair chance in education and their future careers.

Working with us, the Community Organiser will:

- Support local pupils from [underrepresented backgrounds](#) by empowering their parent/carers to become higher education experts
- Receive community organising training from [Citizens UK](#) and develop transferable skills
- Build campaigns to combat local educational barriers with parent/carer communities.
- Join a nationwide community of community organisers making a significant impact on university access.

About you

The role will best suit someone who:

Essential

- Has knowledge of challenges faced in Abbey communities.
- Has a demonstrable passion for furthering The Brilliant Club's mission.
- Can adhere to information security policies included in the charity's ISO 27001 manual (information security training provided).

Desirable

- Has prior experience of community focused work.
- Understands the current climate in the UK school system and some of the challenges young people and parent/carers might be facing.
- Understands the barriers young people face to university access and some of the ways these might be overcome.



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: 15 hours per week (0.4 FTE). We are happy to talk flexible working.
- Benefits include: 36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days (pro rata for 0.4 FTE), employer contribution to pension, interest-free season ticket loan, professional development day allowance, BUPA health cover cash plan.
- Based: Newport. Some travel will be required, although some meetings and 1-2-1s may be held online (travel expenses reimbursed).

Our 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.

Events Organization

- Organise introduction events at schools and community settings for parent/carers.

Parent/Carer Group Meetings

- Facilitate parent/carers group meetings every six weeks in collaboration with project partners. Sessions in these meetings will provide information, advice and guidance to parent/carers and provide an opportunity to build a team of parent/carers leaders who can drive change in their local communities.
- Build and develop strong relationships with parent/carers to discuss their views and concerns around their children's education, using community organising techniques such as relational 1-1s.

- Plan and deliver some university guidance sessions for parent/carer meetings with support from The Brilliant Club and/or delivery partners.
- Collaborate with delivery partners to plan and deliver a celebratory event for the families of parent/carers on the project.

Communication With Stakeholders

- Maintain excellent communication with The Brilliant Club and other project stakeholders.
- Develop relationships with key community stakeholders.
- Engage with opportunities for development and reflective practice offered by The Brilliant Club.

Impact

- Maintain excellent record keeping and data collection standards to support impact and evaluation of the project.
- Ensure effective management and monitoring of project data, and conduct other administrative tasks as required.

Person specification

Time and Resource Management

- Essential – Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Essential – Excellent timekeeper, ensuring prompt arrival to meetings and 1-1s; well organised within 1-1s and sessions.
- Essential – Capable of adapting quickly to new systems/ processes.
- Desirable – Confident in using digital systems for delivery of online sessions, consistent record-keeping and monitoring.
- Desirable – Experience of creating resources.

External Stakeholder Knowledge and Management

- Essential – Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Essential – Professional approach to problem solving with a range of stakeholders involved in the project.
- Essential – Awareness of role as a visitor within a school and parent/carer community; understanding of the other commitments held by professionals within a school and by parent/carers.
- Essential – Understanding of, and commitment to furthering, The Brilliant Club mission.
- Desirable – Prior experience of community focused work.
- Desirable – Ability to understand and relate to the barriers faced in the local community.
- Desirable – Ability to understand the barriers young people face to university access and some of the ways these might be overcome.
- Desirable – Ability to understand the current climate in the UK school system and some of the challenges young people and parent/carers might be facing.

Communication

- Essential – Awareness of how to engage parents and adapt university style learning for a school setting.

- Essential – Able to communicate in a timely and professional way with all project stakeholders.
- Essential – Able to take a relational approach to communication with parent/carers, especially in 1-1s.
- Desirable – Experience of group facilitation.

Developing Self and Others

- Essential – Able to identify strengths and areas of development, open to feedback.

Role Specific Knowledge and Skills

- **Essential** – adhere to information security policies included in the charity's ISO 27001 manual and complete information security training

Role specific Experience and Qualifications

- **Desirable** – Holds a qualification at Level 4 or above ([as listed here](#)) or has prior experience of community focused work.

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: 9am Friday 26th July 2024

Interviews: Provisionally confirmed for Tuesday 6th August 2024

For more information: Please email recruitment@thebrilliantclub.org.

Our Year in Numbers

