



The Brilliant Club

Recruitment Pack

**Programme Officer, The
Scholars Programme**

October 2024



Registered Limited Company: 07986971

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

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

Programme Officer, The Scholars Programme

Start Date: January 2025

Salary: £34,140 (plus £2,000 London weighting for those living in London and within the M25).

Contract Type: Permanent

About the role

We are excited to be recruiting a Programme Officer for The Scholars Programme to join the Programme Management Team and support us to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026.

The Programme Officer role is essential to the delivery of high-quality Scholars Programme placements. Each Programme Officer in the team manages a cluster of placements, working with teachers to arrange programme logistics and PhD tutors to deliver their courses in schools. Building and maintaining excellent relationships with stakeholders and securing high data returns to help track pupil outcomes are key priorities for this role. Programme Officers are also involved in the direct delivery of aspects of the Programme (e.g. PhD tutor training and university events) and oversee the renewal of school partnerships.

This role requires a driven and dynamic team player, with successful experience of school teaching, academia or programme management. The postholder will be positive and proactive, with a commitment to delivering excellent standards. They will be comfortable building relationships with a wide range of stakeholders and managing logistics through our online CRM system. They will champion the charity's values and embody them in interactions with colleagues and partners.

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

About you

The role will best suit someone who

- Has knowledge and experience of the school and university sectors, including the university access agenda
- Has knowledge of educational interventions, including impact management
- Has secure stakeholder management skills that include selling programmes to school leaders
- Has strong teaching skills, including delivering training to adults
- Has experience of designing and/or delivering education programmes
- Is a qualified teacher (QTS or above) or has academic research experience or has substantial experience of delivering a university access programme
- 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. 28 in 100 of the most advantaged students progress to the most competitive universities. In contrast, only 2 in 100 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 10,000 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, 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.



“I am the Equality, Diversity and Inclusion Staff Engagement Lead at The Brilliant Club. My role is to help make the charity an inclusive working environment for all of our colleagues. I work with our amazing [affinity groups](#) and colleagues in HR to ensure everyone at the charity has a sense of belonging.

Keasha – Equality, Diversity and Inclusion Staff Engagement Lead

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 experience of the successful applicant.

Programme Delivery

- Manage a cluster of ~40 school placements per term, ensuring high quality programme delivery resulting in excellent pupil outcomes
- Manage relationships with schools and PhD tutors, including dealing with and escalating issues to ensure positive solutions are reached
- Manage the school and tutor correspondence involved in programme delivery, including responding to queries and supporting stakeholders to use our tech platforms
- Ensure that the communication of university events is effective and timely
- Staff and deliver a variety of sessions at university events

Data Management

- Collect and track programme data for each termly cluster of school placements
- Regularly evaluate patterns in data from school placement clusters to identify areas for improvement, making changes as necessary

PhD Tutor Recruitment, Onboarding and Management

- Support the delivery of assessment centres, including interviews and selection
- Support the design and delivery of training and ongoing support for our PhD tutors, including delivering training sessions, supporting course handbook design and conducting regular quality assurance of tutors
- Manage a termly cluster of PhD Tutors delivering The Scholars Programme in school, including ensuring the best possible pupil outcomes, high data returns and high professional standards.
- As required, work with PhD Tutors to improve their programme delivery and professional standards

School Partnership Management

- Maintain relationships with school partners, including leading on renewal conversations to meet revenue targets for school partnerships income
- Identify opportunities to engage with school partners to promote The Scholars Programme

Cross-Organisational Work

- 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 skills, with an ability to prioritise and manage time effectively
- Ability to be flexible and adapt to changing priorities
- Ability to identify opportunities to save time/resource
- Manages projects with appropriate levels of time and resource input

External Stakeholder Knowledge and Management:

- Confidence handling enquiries from external stakeholders and adapting approach to meet different needs
- Actively shares useful information about stakeholders with internal colleagues at all levels

Communication:

- Excellent written and verbal communication
- Confidence presenting and delivering teaching to a range of audiences including school-aged children and adults

Initiative and Problem-solving:

- Proactive in seeking to enhance processes and identify emerging risks
- Ability to spot inefficiencies in systems and suggest or implement improvements
- Responds quickly to solve problems, seeking input from relevant internal stakeholders

Developing Self and Others:

- Self-reflective and committed to own professional development

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 on Monday 11th November

Interviews: First Round: 18th/19th November; Second Round: 25th November. Interviews will take place virtually on Microsoft Teams.

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

Our Year in Numbers

