



# The Brilliant Club

Recruitment Pack

**School Partnerships Officer**

**(Maternity Cover)**

November 2024



Registered Limited Company: 07986971

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

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

## School Partnerships Officer (Maternity Cover)

**Start Date:** January 2025

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

**Contract Type:** One year fixed-term maternity cover contract

### About the role

We mobilise the PhD community to support students from less advantaged backgrounds to access the most competitive universities and succeed when they get there. We work with students who, because of their family income, parental history or the postcode they live in, are at risk of missing out on the life-changing opportunities linked to higher education.

We are excited to be recruiting a School Partnerships Officer to join the School Partnerships Team. You'll work to deliver the goals set out in [Join the Club](#), our ambitious strategy for 2021-2026, specifically building partnerships with schools to deliver our school facing interventions.

Your job will be to raise awareness of our programmes and transform expressions of interest into school partnerships. You will be responsible for a geographical area, creating a sales and partnerships plan and proactively reaching out to schools to generate opportunities and convert them into sales and signups. You will use your relationship building, influencing and selling skills to engage schools, trusts and networks to fulfil our charity mission in your area. If you are passionate about communicating with different audiences, quickly building relationships, and meeting ambitious targets that have a huge social impact, this could be the perfect role for you. This role will require you to become an expert on our programmes so that you can confidently discuss their features and benefits with key stakeholders. This isn't about administering a process, it's about understanding the needs of the schools and pupils in your area and how our programmes can support their priorities. You will be tenacious and empathetic in equal measure. You will also work to improve the efficiency of our internal systems, so teachers have the best experience communicating with us.

The role will report to the Director of School Partnerships and will be responsible for the South region, covering Cornwall through to Kent. To support effective travel to schools within this area, the position should ideally be based in either our London or Cardiff office.

### About you

The role will best suit someone who has:

- Experience of partnership building or selling a programme, product or service to schools, trusts or other education sector stakeholders
- Resilience, tenacity and target-driven motivation in a challenging marketplace
- A desire to positively impact social justice via charity sales
- Knowledge of UK education system - school, college and/or university sector
- Experience of using CRM systems, such as Salesforce
- 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 have offices in Birmingham, Cardiff, Leeds and London. Although we are a hybrid organisation and will enable you to set up an office to work effectively from home, we do think in-person connection time is important.
- After your first month in this role, you must attend an office at least one day a week and connect face-to-face with colleagues. 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 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 - 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.**

### **Partnership Development:**

- Cultivate existing school, trust and network relationships and proactively create and nurture new relationships to increase sales of our programmes.
- Convert a high volume of school enquiries into sales to meet our strategy targets.
- In collaboration with the Director of School Partnerships, create and implement a regional plan to reengage former partner schools, approach new schools and make new sales to maximise our reach and hit regional sales targets.
- Collaborate with a lively and friendly team to support other officers and sales in their regions.
- Boost sales by representing the charity and its programmes at networking events and conferences.

### **Ongoing relationship management:**

- Steward relationships with partners including schools and networks to ensure that partnerships are renewed and grow year on year.
- Support existing partners to engage with the range of programmes available and upsell and cross sell where we can add value to a partnership.

### **Reporting and tracking:**

- Maintain sales processes, actions and data accuracy on Salesforce.
- Support the team in the development of systems to improve the tracking and monitoring of national partnerships across the charity.
- Support work on long-term process solutions to account management.

- Adhere to information security policies included in the charity's ISO 27001 manual and complete information security training.

#### **Wider Support:**

- Support the School Partnerships team's activities and responsibilities as required, including inputting on longer term partnerships strategy.
- Support the charity's wider activities, including data collection, reporting, events and communications.

## **Person specification**

### **Time and Resource Management**

- Experience and enjoyment of sales and partnership building in a target-driven, fast-paced environment.
- Ability to organise own workload and prioritise effectively.
- Excellent ability to manage organisational projects, with appropriate levels of time and resource input, seeking feedback and support where required.

### **External Stakeholder Knowledge and Management**

- Understanding of the complex needs of our stakeholders and ability to create opportunities for partnership with The Brilliant Club.
- Excellent ability to steward external partnerships, ensuring their needs are supported and opportunities to grow our impact are found.
- Proactive, tenacious, willing to make the first move and follow up every possible opportunity to grow our reach and fulfil the charity's mission.

### **Communication**

- Excellent communication skills, both written and verbal, especially the ability to explain complex concepts in a simple and compelling way.
- Excellent ability to ensure communications consistently have the desired impact – influencing the audience to think, feel or do what was intended.

### **Initiative and Problem Solving**

- Ability to proactively identify risks and solve problems.
- High level of attention to detail and commitment to recording information accurately.
- Ability to understand and use data effectively and communicate information clearly.

### **Developing Self and Others**

- Ability to work as an enthusiastic and collaborative team member, with a desire to engage in cross-team support and development.
- Enthusiasm for personal development and learning new skills.

## **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:** 5pm on Wednesday 27<sup>th</sup> November

**Interviews:** First round: Tuesday 3<sup>rd</sup> December and second round: Monday 9<sup>th</sup> December.

Interviews will take place virtually on Microsoft Teams.

# Our Year in Numbers

