The Brilliant Club

Recruitment Pack

Access Projects Manager

October 2026

Access Projects Manager

Start Date: January 2027
Salary: £40,211 (plus £2,000 London weighting for those living in London and within the M25).
Contract Type: One-year fixed term

About the role

The Access Projects Manager leads a team of Access Projects Officers to deliver a range of access projects. These are projects delivered in collaboration with partner organisations (typically universities and schools); they include bespoke projects that have been designed to address a partner's specific need and support access to higher education. The role sits within the Access Projects team and will report into the Head of Learning and Programme Design, who leads the team.

About you

The role will best suit someone who

- Essential: has experience of managing university access projects or other educational interventions, including design, delivery and evaluation
- Essential: has experience of managing a range of external stakeholders
- Essential: understands the university access agenda and educational interventions, including impact management
- Essential: has experience of leading and delivering through others
- Essential: is capable of overseeing multiple different projects with effective systems to track delivery against KPIs and quickly identify risks to project outcomes
- Essential: adheres to information security policies included in the charity's ISO 27001 manual and complete information security training
- Essential: has a demonstrable passion for furthering The Brilliant Club's mission
- Desirable: has experience of managing a team
- Desirable: has business development experience, including proposing projects or programmes to university and school leaders

About The Brilliant Club

In the UK today, being brilliant and working hard is not enough. Where you are born and your family income are still the strongest predictors of the career you will have, how much you will earn and your future health and happiness.

Attending a leading university is the most effective way of opening up opportunity, but it is a route too often out of reach.

This is fundamentally unfair to young people and detrimental to society as a whole.

Now is the time to start backing brilliance. Our vision is of a society where every child has a fair chance to unlock their brilliance, regardless of where or how they grow up, and where positions of influence are open to everyone, not just the most advantaged.

We support young people to access and thrive at leading universities by working with schools, parents and the broader education sector. Between 2026-29, we are focused on three key goals:

- Supporting **55,000 students** to develop university learning skills through The Scholars Programme, boosting GCSE attainment and university access where social mobility is at its lowest.
- Growing our work with parents and carers through Parent Power, to enable **8,000 parents** to become partners in their child's education and leaders of educational change in their communities.
- Bringing the voices of young people and parents into policy discussions, and shaping systemic change through our research, evaluation and place focused partnerships.

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 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

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 Staff Networks and colleagues in HR to ensure everyone at the charity has a sense of belonging."

Emily - Equality, Diversity and Inclusion Staff Engagement Lead

"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

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

Line management and team

- Line manage a small team of Access Projects officers, supporting them to deliver high-quality projects, manage their capacity effectively and develop in their roles.
- Support the Head of Learning and Programme Design to plan team meetings and away days.
- Support the Head of Learning and Programme Design to allocate project leads and plan longer-term team capacity requirements so that adequate staffing is in place to plan and deliver high-quality projects.

Project Delivery

- Oversee the delivery of all projects within the team, ensuring key performance indicators are met through effective planning, monitoring and support. This requires strong attention to detail and utilising robust data monitoring systems, and proactive identification of emerging risks so that these can be addressed quickly.
- Work with relevant support teams (School Partnerships, Tutor Engagement, University Partnerships) to ensure a joined-up approach to project delivery and stakeholder management.
- Support the quality assurance of projects. This will include working with the Head of Learning and Programme Design to ensure tutor training, support and monitoring processes are of a consistently high standard.
- Lead on the evaluation of projects through effective collaboration with the Research and Impact Department and overseeing internal post-project reviews; use project impact data and internal learnings to inform continuous improvements.
- Oversee project invoicing and tutor pay, liaising with the Finance team as needed.

Stakeholder Management

- Support the Access Projects Officers to maintain effective relationships with project partners and tutors, ensuring high levels of stakeholder feedback are secured and acted upon to improve project design and delivery.
- Act as the main point of escalation for unresolved relationship management conflicts to ensure positive solutions are reached.

Business and Project Development

- Oversee the renewal of projects with partners. This will involve ensuring that the Access Projects Officers are equipped to lead project renewal conversations and leading on more complex renewal conversations.
- Review all project proposals and costings produced by direct reports, ensuring that the appropriate processes and guidance have been followed, and that there is adequate detail and reflection from previous delivery.
- Support the Head of Learning and Programme Design with new project proposals and costings.
- Support the Head of Learning and Programme Design to develop promotional materials to support business development conversations and showcase projects.
- Track projects in the business development phase and monitor revenue with the Head of Learning and Programme Design.

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 and project management skills, with an ability to prioritise and manage time effectively.
- Understands the importance of budget management and ensuring processes are followed by their team.
- Able to identify opportunities to save time/resource.
- Helps others to develop the skills and behaviours to build good time and resource management.
- Critically evaluates how to mobilise members of their direct team to successfully deliver projects and tasks.

External Stakeholder Knowledge and Management:

- Manages complex stakeholder relationships, including conflicts, with confidence, adapting approach to meet different needs.
- Supports their team to manage external stakeholder relationships effectively; this includes proactively identifying issues and opportunities to better manage relationships.

Communication:

- Excellent written and verbal communication
- Confidently adapts content, tone and delivery of written and oral communications to the needs of the audience.
- Communicates effectively with other teams - and supports team members to do so – to ensure strong cross-team collaboration and that project timelines remain on track.
- Leads improvements in our communication with stakeholders and evaluates the quality and impact of communications within their team.

Initiative and Problem-solving:

- Proactive in seeking to enhance processes, spot inefficiencies and identify emerging risks, solving problems and suggesting solutions as they arise.
- Identifies patterns and investigates these to 'design out' problems and risks with project models; draws on experiences when designing or proposing new projects to pre-empt and mitigate risks.
- Understands the interdependencies between different parts of the charity's work, and the implications for risk management.
- Takes a robust approach to evaluating projects, using impact data and delivery experience to identify areas for improvement for future iterations.
- Ensures that decisions are backed-up by a strong, evidence-based rationale – drawing on expert advice and support.
- Demonstrates strong attention to detail when reviewing resources to ensure that risks or areas for development are identified and acted upon quickly

Developing Self and Others:

- Self-reflective and committed to own professional development.
- Stretches self and team members to develop.

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.
AI Guidance for Candidates
Deadline: 9am on Monday 2nd November
Interviews: First round interviews: Friday 6th November; Second round interview: Wednesday 11th November
For more information: Visit our website or email recruitment@thebrilliantclub.org.

802
Schools
435
PhD tutors
257
Join the Dots students
1,603
on Bespoke Access Projects
2,875
on Success Projects
13
Parent Power chapters
We worked with
19,533
students in 2024/25
64
university and higher education partners
836
Parents Engaged
54
Student Ambassadors
15,055
on The Scholars Programme
77%
of students on The Scholars Programme met one of our targeting criteria
50%
of students on The Scholars Programme received Pupil Premium