The Brilliant Club

Recruitment Pack

The Scholars Programme Coordinator

October 2026

Registered Limited Company: 07986971

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

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

Programme Coordinator, The Scholars Programme

Start Date: February 2027

Salary: £28,544 (£14,272 Pro Rata)(plus £2,000 London weighting for those living within the M25, pro-rated for part-time staff, or LLW equivalent top-up for those based in London but living outside the M25).

Contract Type: Part Time 0.5 FTE. 18.75 hours per week, preference of Monday to Wednesday, however we are flexible for the right candidate.

About the role

We are excited to be recruiting a Coordinator to join The Scholars Programme Team and support us to deliver high-quality Scholars Programme placements.

The Coordinator supports the Programme Management and University Events teams, and wider organisation, helping to ensure strategic priorities are effectively delivered, and that schools, tutors and universities receive a high-quality service. The role will lead on several administrative processes and will include regular document creation, data input and management, liaising with stakeholders, and supporting Scholars Programme events.

This role requires an organised, detail-oriented and collaborative individual, with experience of liaising directly with stakeholders. The postholder will be positive and proactive, with a commitment to delivering excellent standards. They will be confident working with data, maintaining accurate records, and producing high-quality resources. They will champion the charity's values and embody them in interactions with colleagues and partners.

This role can be based in our London or Leeds offices and will involve some travel to deliver events at our different university partners. 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 excellent organisation skills, including the ability to balance complex and competing needs
- Is a collaborative and strong team player, including supporting those in other teams during peak periods
- Has a good working knowledge of Microsoft Office, is enthusiastic about working with data and records, and can produce high-quality documents with excellent attention to detail
- Takes initiative to complete and improve administrative processes
- Has experience working with a range of stakeholders, taking a sensitive, positive approach to problem solving
- Adheres to information security policies included in the charity's ISO 27001 manual and complete information security training
- 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: 18.75 hours per week, preference of Monday to Wednesday, however we are flexible for the right candidate, 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. This role will be based in our London or Leeds office.
- 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 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

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.

Programme Planning and Delivery support

- Support all members of the Scholars Programme team to ensure strategic priorities are delivered effectively, resulting in the best possible pupil outcomes and high-quality graduation events at our partner universities.
- Support nationally with the setup of The Scholars Programme placements including tutorial scheduling, creating IT system logins, and maintaining information on The Brilliant Club's CRM software.
- Support with the creation of documents and correspondence for different stakeholders including pupils, teachers, PhD tutors and university colleagues, in particular supporting with the formatting of pupil handbooks and impact reports.
- Keep internal how-to guidance on programme management systems and processes up to date.
- Support with the delivery of tutor recruitment interviews and Scholars Programme tutor training days, including managing administrative processes, on-the-day logistics and technology support for online events. Some evening and weekend work will be required.

Event Coordination and Support

- Support the University Events Manager and Officer to deliver effective Scholars Programme university events. These events will be a mixture of in person and online, so will require detailed knowledge of online platforms.

- Lead on the administration processes involved in the effective running of university events including document creation, corresponding with internal and external stakeholders, pre-event communications and data management.
- Support the Scholars Programme Team with the planning of university events. This may include printing materials, preparing resources, and liaising with internal and external stakeholders.
- Support with the delivery of Scholars Programme university events and lead on administrative processes including on-the-day logistics of in-person events and technology support for online events. Some evening work will be required.
- Lead on the management and coordination of document storage and deletion for the University Events Team.
- Manage the external printing process of pupil graduation certificates.
- Support the University Events Manager to evaluate university events, including collating and cleaning feedback, and attendance and engagement data.

Data reporting and tracking

- Work with the Programme Delivery Manager to support the creation of high-quality school impact reports.
- Lead on the creation of impact reports for university partners, producing trip feedback reports for university partners and annual impact reports for universities.
- Support with data management across the Programme Management team, leading on all administrative processes. This will include data entry, physical data storage, requesting data from external stakeholders and informing team members about data that has not been returned.
- Create and maintain programme management and data management dashboards on The Brilliant Club's CRM software.

Technology support

- Support the moderation of pupil and tutor messages through our virtual learning environment, the Hub.
- Support with troubleshooting issues and testing developments, including responding to stakeholder queries.

Stakeholder management

- Support the Programme Management team to maintain relationships with schools, tutors and universities. This may include responding to correspondence, calls, and queries at events.
- Monitor and respond to correspondence through the shared schools and university events mailboxes.
- Collect and track data returns from stakeholders across the programme.

Wider Support

- As required, support the Programme Management and University Events teams and the wider Brilliant Club team on general admin and office management.
- 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 identify opportunities to save time/resource.

External Stakeholder Knowledge and Management

- Confidence in handling enquiries from external stakeholders and adapting approach to meet different needs.
- Understanding of the main stakeholders at The Brilliant Club.

Communication

- Excellent written and verbal communication.
- Adherence to rules and policies for confidentiality, data protection and information security.

Initiative and Problem Solving

- Ability to quickly identify problems or inefficiencies in systems and suggest solutions or improvements.
- Effective use of systems and structures to solve problems in a timely manner.
- Proactively looks for ways to help others, seeking advice and permission as required.

Developing Self and Others

- Self-reflective and committed to own professional development.

Role-specific Knowledge and Skills

- **Essential -** Adhere to information security policies included in the charity's ISO 27001 manual and complete information security training.
- **Essential** – Ability to deal with sensitive issues and to demonstrate strict confidentiality.
- **Essential** – Good working knowledge of Microsoft Office, including demonstrable experience with Excel or willingness to learn.
- **Essential** – Ability to produce high-quality documents with excellent attention to detail.
- **Desirable** – Good working knowledge of ICT systems, including CRM software.

Role-specific Experience and Qualifications

- **Desirable** - Previous work experience in a professional environment.
- **Desirable** – Previous experience of working with young people, in schools or universities.

What comes next

To apply: Please complete the applicant demographic form and attach a CV and cover letter on our recruitment portal here.

Your cover letter should look to include:

- Your motivation for applying to work at The Brilliant Club and for this role
- How your skills align with the role
- Relevant examples of professional experience

To ensure your application can be fully considered, please complete all the steps outlined in the application. Unfortunately, applications that do not include all required information cannot be progressed.

Deadline: 9am on Monday 16th November 2026

Interviews: First round: Monday 23rd November 2026; Second round: Monday 30th November 2026. Interviews will take place virtually on Microsoft Teams
For more information: Visit our website or email recruitment@thebrilliantclub.org.

Our Year in Numbers

872 Schools

119 Schools in cold spots

15,761 on The Scholars Programme

469 Tutors

167 Join the Dots students

1,672 Access Projects students

2,368 Success Projects students

11 Parent Power chapters

474 Parents

We've worked with 19,968 students

64 University and higher education Partners

50 Ambassadors

13 Experience Experts

46% of the students we work with received Pupil Premium

85% of the students we work with met one of our targeting criteria