



# The Brilliant Club

Recruitment Pack

**Communities Officer**

July 2024



Registered Limited Company: 07986971

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

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

## Communities Officer

**Start Date:** Immediate

**Salary:** £33,665 (plus £2,000 London weighting for those living in London and within the M25).

**Contract Type:** Permanent

**Line Manager:** Communities Manager

### About the role

The Communities Officer will lead on delivery of several Parent Power chapters, utilising excellent project management skills. You will manage relationships with Parent Power partners and schools, ensuring high quality project delivery and dealing with/escalating issues to ensure positive solutions are reached. A successful candidate will take a relational approach to their work.

### About you

The role will best suit someone who:

- **Essential** – adheres to information security policies included in the charity's ISO 27001 manual and completes information security training
- **Essential** – Able to take a relational approach when working with others.
- **Essential** – Has a demonstrable passion for furthering The Brilliant Club's mission.
- **Desirable** – Knowledge of community organising tools, including relational 121s and storytelling.
- **Essential** – Ability to take a relational approach when working with others.
- **Essential** – Excellent organisational skills, with an ability to prioritise and manage time effectively.
- **Essential** – Ability to be flexible and adapt to changing priorities.
- **Essential** – Project management skills, with appropriate levels of time and resource input.
- **Essential** – Commitment to own professional development.
- **Essential** – Commitment to the development of others.

### Role specific Experience and Qualifications

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



## 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, 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.



“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.

### Project Management

- Lead on delivery of several Parent Power chapters, utilising excellent project management skills.

### Relationship Management

- Manage relationships with Parent Power partners, ensuring high quality project delivery and dealing with/escalating issues to ensure positive solutions are reached.
- Line manage several Parent Power Community Organisers responsible for delivery of parent/carer 121s and meetings.
- Work closely with the Communities Manager and Director of Communities to plan and deliver national Parent Power events.
- Work closely with other Communities team members to ensure effective communication of Parent Power opportunities and events led by The Brilliant Club.
- Collaborate with Citizens UK to ensure Community Organisers are supported with their training and development.
- Support with organisation and delivery of local Parent Power meetings as required.

### Data Collection and Reporting

- Ensure the effective collection and tracking of data from Parent Power projects.
- Work closely with our RAID team to provide data for Parent Power evaluation.
- Regularly reporting on project progress to partners.
- Overseeing production of impact reports for partners.

## School Partnership Management

- Manage relationships with schools involved in Parent Power, proactively maintaining buy-in.
- Work closely with partners and schools to develop place-based parent/carer recruitment strategies.

## 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/resources.
- Manages projects, with appropriate levels of time and resource input, including ability to coordinate project work with a direct report.
- Capable of adapting quickly to new systems, processes and interfaces.

### 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.
- Confident chairing discussions to ensure stakeholder expectations are met.

### Communication

- Excellent written and verbal communication.
- Confidence presenting and delivering teaching to a range of audiences including school aged children and adults.
- Confident in using digital systems for delivery.
- Comfortable taking a relational approach to communication with others.

### Initiative and Problem Solving

- Proactivity in seeking to enhance processes and identifying 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

- Committed to the development of 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 Monday 5<sup>th</sup> August 2024

**Interviews:** Provisionally confirmed for Monday 19<sup>th</sup> August 2024

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

## Our Year in Numbers

