



# The Brilliant Club

Recruitment Pack

**Community Organiser  
(East Oxford Parent Power)**

June 2024



Registered Limited Company: 07986971

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

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

## Community Organiser (East Oxford Parent Power)

**Start Date: 6 August 2024**

**Salary: £10,520 per annum (0.4 FTE - salary is pro-rated from £26,300)**

**Contract Type: Part Time, Fixed Term until 31<sup>st</sup> July 2025**

### About the role

We are excited to recruit a Community Organiser for our East Oxford Parent Power project. This role offers a meaningful, paid professional development opportunity. The Brilliant Club work in partnership with Oxford Brookes University to engage with parents in East Oxford. The parental engagement model used will be based on the successful [Parent Power South London](#) and [Oldham Parent Power](#) projects.

Parent Power supports parents/carers to develop skills in community organising and expertise in supporting their child to access higher education. The project empowers parents/carers to make change in their children's future and ensure that they have a fair chance in education and their future careers.

The Community Organiser will:

- Support local pupils from underrepresented backgrounds by empowering their parent/carers to become higher education experts.
- Receive community organising training from [Citizens UK](#) and develop transferable skills.
- Join a nationwide community of community organisers making a significant impact on university access.

### About you

The role will best suit someone who:

- Essential – Has knowledge of the challenges faced by communities in East Oxford, or a willingness to gain this knowledge.
- Essential – Has a demonstrable passion for furthering The Brilliant Club's mission.
- Essential – adhere to information security policies included in the charity's ISO 27001 manual and complete information security training.
- Desirable – Has prior experience of community or education focused work.
- Desirable – Understands the current climate in the UK school system and some of the challenges young people and parent/carers might be facing or has a willingness to gain this knowledge.
- Desirable – Understands the barriers young people face to university access and some of the ways these might be overcome or has a willingness to gain this knowledge.



## 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: 15hrs per week (0.4 FTE). We are happy to talk flexible working. Some evening and/or weekend work will be required to account for the availability of parents/carers.
- Location: Home-based, within easy reach of East Oxford. Some travel will be required, and travel expenses will be reimbursed.
- Benefits include: 36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days (pro rata for 0.4 FTE), employer contribution to pension, interest-free season ticket loan, five professional development day allowance, BUPA health cover cash plan.

## 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

- Organise introduction events at schools and community settings for parent/carers.
- Facilitate parent/carer group meetings every six weeks in collaboration with project partners. Sessions in these meetings will provide information, advice and guidance to parent/carers and provide an opportunity to build a team of parent/carer leaders who can drive change in their local communities.
- Conduct relational 1-1s with parent/carers between group meetings to discuss their views and concerns around their children's education, and to build and develop strong relationships.
- Plan and deliver some university guidance sessions for parent/carer meetings with support from The Brilliant Club.
- Collaborate with Oxford Brookes University to plan and deliver a celebratory event for the families of parent/carers on the project.
- Maintain excellent communication with The Brilliant Club and other project stakeholders.
- Maintain excellent record keeping and data collection standards to support impact and evaluation of the project.
- Ensure effective management and monitoring of project data, and conduct other administrative tasks as required.

## Person specification

### Time and Resource Management:

- Essential – Able to plan sessions in an organised and efficient manner and adhere to agreed deadlines.
- Essential – Excellent timekeeper, ensuring prompt arrival to meetings and 1-1s; well organised within 1-1s and sessions.
- Essential – Capable of adapting quickly to new systems/ processes.

- Desirable – Confident in using digital systems for delivery of online sessions in parent meetings.
- Desirable – Experience of creating resources.

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

- Essential – Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Essential – Awareness of role as a visitor within a school; understanding of the other commitments held by professionals within a school and by parents/carers.
- Essential – Understanding of The Brilliant Club's mission.
- Desirable – Prior experience of community focused work.
- Desirable – Ability to understand and relate to the barriers faced in the East Oxford Community, and a willingness to develop this understanding
- Desirable – Ability to understand the current climate in the UK school system and some of the challenges young people and parent/carers might be facing.
- Desirable – Ability to understand the barriers young people face to university access and some of the ways these might be overcome.

#### **Communication:**

- Essential – Awareness of how to engage parents/carers.
- Essential – Able to communicate in a timely and professional way with project stakeholders.
- Essential – Able to take a relational approach to communication with parents/carers, especially in 1-1s.
- Desirable – Experience of meeting facilitation

#### **Initiative and Problem-solving:**

- Essential – Ability to adopt a professional approach to problem solving with a range of stakeholders.

#### **Developing Self and Others:**

- Essential – Able to identify own strengths and areas for development, with an openness to feedback.

## **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 1<sup>st</sup> July 2024

**Interviews:** Thursday 11<sup>th</sup> July 2024

**For more information:** Visit our website or call Nato Asaturov on 07988 239446.

## Our Year in Numbers

