



The Brilliant Club

Recruitment Pack

Research and Evaluation

Consultancy Lead

August 2024



Registered Limited Company: 07986971

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

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

Research and Evaluation Consultancy Lead

Start Date: October (or as soon as possible following this)

Salary: £44,754 (plus £2,000 London weighting for those living in London and within the M25)

Contract Type: Permanent

About the role

At The Brilliant Club, 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 Research and Evaluation Consultancy Lead to join The Brilliant Club. The role will help deliver the goals set out in [Join The Club](#), our ambitious strategy for 2021-26, by growing the charity's research and evaluation consultancy work via [Brilliant Consulting](#).

The Consultancy Lead will provide research and evaluation services to universities and other education organisations working in the university access and student success space. This role will work alongside a Senior Research and Evaluation Officer to deliver high-quality consultancy projects and will report to the charity's Chief Impact and Strategy Officer. The role will involve collaborating with different teams from across the organisation and will include coordinating and managing colleagues on consultancy activities. The role will also contribute significantly to business development work to support the charity's income generation.

The consultancy team is part of the charity's wider research and impact team, who collectively have two areas of responsibility: evaluating and reporting the impact of the charity's programmes and providing research and evaluation consultancy and strategy support to education organisations.

The successful candidate will have strong quantitative research skills and have a proven track record of delivering evaluation projects in education or a related field. They will be highly experienced with managing stakeholder relationships and delivering concurrent projects and, ideally, will have also contributed to bid writing and/or other income-generation activities. While this role can be based at any of our offices throughout the UK, some travel will be required (mainly to London) to attend in-person meetings.

About you

The role will best suit someone who

- has advanced quantitative research skills and knowledge of evaluation methodologies, with experience of constructing comparison groups and running statistical models to understand impact.
- has excellent written and verbal communication skills, ideally with experience of bid writing.
- has experience managing multiple projects concurrently, including managing and quality assuring other colleagues' work.
- has the ability to manage and analyse datasets using software packages (e.g., Excel, SPSS, R).
- has knowledge of the UK education landscape, including higher education.
- has experience working in an evaluation/research consultancy environment.

- will adhere to information security policies included in the charity's ISO 27001 manual and complete information security training.
- has 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: 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 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.



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

Keasha – 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

Research and Evaluation

- Lead the design and delivery of evaluations for consultancy projects (e.g., pre-post-test designs, quasi-experimental designs, randomised controlled trials, focus groups and participatory research methods).
- Produce high-quality reports and other project outputs that are tailored to specific stakeholder needs.
- Deliver workshops and project presentations to project stakeholders and non-specialist audiences.
- Keep up to date with relevant academic research relating to education outcomes and evaluation methodologies.

Business Development

- Identify upcoming consultancy opportunities and work with the Chief Impact and Strategy Officer to assess their suitability.
- Contribute to and manage the proposal writing process, including quality assuring inputs from other colleagues.
- Work with the charity's External Affairs team to promote our consultancy services, including presenting at relevant professional conferences and events to promote the work.

Stakeholder and Project Management

- Steward positive relationships with clients and senior stakeholders, ensuring high levels of client satisfaction.
- Project manage the consultancy projects, ensuring that the projects are delivered to a high quality, on time and within budget.

- Coordinate and project manage team members who are working on consultancy projects, ensuring that projects are delivered to a high quality.

Wider 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

Research and Evaluation

- Advanced quantitative research skills and experience of a range of evaluation methodologies.

Time and Project Management:

- Excellent organisational skills, with an ability to prioritise and manage your own time effectively as well as managing other colleagues' work.
- Excellent project management skills, with the ability to manage multiple concurrent projects.
- Ability to work as an enthusiastic and collaborative team member, with the ability to lead cross-team project delivery.

Business Development and Stakeholder Management:

- Ability to identify consultancy opportunities and produce compelling bid proposals.
- Ability to scope out and understand the evaluation needs of different stakeholders (e.g., Universities and other education organisations).
- Excellent ability to steward external partnerships, ensuring their needs are supported and opportunities to grow our impact are found.

Communication:

- Excellent communication skills, both written and verbal. The ability to explain complex research and evaluation concepts to audiences with different levels of prior knowledge.

Initiative and Problem-solving:

- High level of attention to detail and commitment to ensuring research is conducted to the highest standards.
- Ability to identify risks and solve problems especially in relation to stakeholder management.

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: Monday 16th September, 9:00am

Interviews: **First round interviews:** Wednesday 25th September, **Second round interviews:** Monday 30th September

For more information: Visit our website or email recruitment@thebrilliantclub.org.

Our Year in Numbers

