



The Brilliant Club

Recruitment Pack

**Senior Research and
Evaluation 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

Senior Research and Evaluation Officer

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

Salary: £37,355 (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 Senior Research and Evaluation Officer 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 supporting the charity's growing research and evaluation consultancy work via [Brilliant Consulting](#). The Senior Research and Evaluation Officer will contribute to improving the evidence base for what works to drive fairer education outcomes and social mobility. They will do this by supporting mission-aligned organisations to conduct robust evaluations of outreach and education programmes.

The Senior Research and Evaluation Officer will join a small consultancy team and will be managed by the charity's Research and Evaluation Manager. The team is also supported by a number of colleagues from across the organisation who work on specific projects based on their areas of expertise. 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 research skills, including in quantitative research, and will be able to communicate technical information and findings to university access and success practitioners and educators. They will also demonstrate professional skills in relation to stakeholder management and project management and will champion the charity's values and embody them in interactions with colleagues and partners. 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 a degree in a subject involving applied research (e.g., economics, education, policy, psychology, sociology, statistics).
- has quantitative research skills, ideally with experience of constructing comparison groups and running statistical models to understand impact.
- has experience of mixed methods approaches, including qualitative research methods (e.g., focus groups and interviews).
- has knowledge of the UK education landscape, including higher education.
- an organised and methodical approach, with excellent attention to detail and ability to manage multiple projects simultaneously.

- has excellent written and verbal communication skills, including being able to communicate with a range of external stakeholders.
- 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.



“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

Project Management

- Ensure that consultancy projects are delivered to a high standard and completed within the project timeframes.
- Support the Research and Evaluation Manager to secure new consultancy opportunities by contributing to project proposals and competitive tender submissions.

Stakeholder Management

- Steward positive relationships with project partners, keeping project leads up to date and escalating concerns as appropriate.
- Support scoping meetings with potential project partners to understand their research and evaluation needs.
- Support project partners to engage with a range of quantitative and qualitative evaluation methods.

Research and Evaluation Activities

- Support the design of impact and process evaluations (e.g., pre-post-test designs, quasi-experimental designs, randomised controlled trials, focus groups and participatory research methods).
- Lead the delivery of evaluations, including quantitative and qualitative data collection and analysis, ensuring that data protection compliance is adhered to.
- Conduct robust quantitative analyses to determine impact, including working with sector-relevant datasets that track long term access and success outcomes (e.g., the Higher Education Access Tracker).
- Produce accessible and high-quality research reports that are tailored to specific projects and audiences. Keep up to date with relevant academic research relating to education outcomes.

Dissemination Activities

- Deliver workshops and project presentations to project partners.
- Produce literature reviews and evidence toolkits as part of consultancy projects and contribute towards The Brilliant Club's wider research dissemination activities.

Wider Work

- Support the Research and Impact team's wider work, as required (e.g., supporting the evaluation of the charity's own programmes).
- 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 & Evaluation Experience:

- Experience in designing and carrying out research and/or evaluation projects, including quantitative and qualitative data collection and analysis in a relevant field.
- Ability to produce accessible literature reviews and evaluation reports for various audiences, collating and analysing complex information for reporting purposes.

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:

- Ability to scope out and understand the evaluation needs of different stakeholders (e.g., universities, schools 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:

- Ability to proactively identify risks and solve problems, especially relating to the challenges of applied research.
- High level of attention to detail and commitment to ensuring research is conducted to the highest standards.

Developing Self and Others:

- Ability to work as an enthusiastic and collaborative team member, with a desire to engage in cross-team support and development.
- Enthusiasm for personal development and learning new skills.

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 5th August

Interviews: Monday 12th August. We are intending to undertake one round of interviews with shortlisted candidates for this role. However, at our discretion, a follow-up discussion / second round interview may be required.

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

Our Year in Numbers

