



The Brilliant Club

Recruitment Pack

Fundraising Coordinator

July 2024



Registered Limited Company: 07986971

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

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

Fundraising Coordinator

Start Date: September 2024

Salary: £26,861 (plus £2,000 London weighting for those living in London and within the M25).

Contract Type: Permanent

About the role

The Fundraising Coordinator will play an essential role in the fundraising team, working to identify potential new funders through prospect research and drafting applications as well as helping steward existing funders by writing engaging funder reports. The role will support the delivery of events for our Friends of The Brilliant Club network as well as other fundraising events.

About you

The role will best suit someone who:

- Has experience or understanding of fundraising
- Has strong written and verbal communication skills
- Has strong organisation and prioritisation skills
- Has a demonstrable passion for furthering The Brilliant Club's mission
- Is confident using Office 365 applications and different IT platforms including CRM systems.
- Adheres to information security policies included in the charity's ISO 27001 manual and complete information security training



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

Fundraising

- Write engaging funder reports, using data and collating content from colleagues across the organisation.
- Research fundraising prospects to support the charity's pipeline development and prepare funder briefings.
- Work with colleagues to write applications that are tailored to the needs of different funders.
- Support engagement and fundraising activities, including supporter communications and coordinate programme visits.
- Look after individual giving, coordinate challenge event participation and fundraising, coordinate fundraising and engagement campaigns and steward individual giving supporters.
- Log supporter interactions and donations received on the charity's CRM system.

Events

- Lead on the logistics of The Brilliant Club's termly Friends of The Brilliant Club events, including scoping the theme, creating invites, and coordinating and briefing speakers.
- Organise other supporter engagement events in collaboration with colleagues in the External Affairs department and across the charity.

Wider Support

- 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:

- Balances competing demands, prioritising tasks to get their job done well and efficiently.
- Follows appropriate team processes and flags any issues.
- Pays close attention to detail.

External Stakeholder Knowledge and Management:

- Adapts tone and communications approach to meet the needs of different stakeholders.
- Follows up requests and issues with stakeholders to get to a solution.

Communication:

- Strong writing skills, able to speak clearly, coherently, and accurately.

Initiative and Problem-solving:

- Identifies problems and suggests potential solutions.
- Proactive in seeking feedback and enhancing processes.
- Understands the different kinds of data and evidence available and how to access them.

Developing Self and Others:

- Creates and commits to personal development plan to address strengths and weaknesses, using feedback to strengthen plan.

Role Specific Knowledge and Skills

- **Essential** – Good working knowledge of Microsoft Office.
- **Essential** – Ability to write for a range of audiences, including funders and internal stakeholders.
- **Essential** – adhere to information security policies included in the charity's ISO 27001 manual and complete information security training
- **Essential** – Capable of adapting quickly to new systems and interfaces.

Role specific Experience and Qualifications

- **Desirable** – Experience or understanding of fundraising, interacting with donors, prospect research, writing reports and submitting funding applications.
- **Desirable** – Experience of using CRM systems, such as Salesforce.

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 Thursday 01 August 2024

Interviews: First round interviews **Thursday 08 August 2024** and second round interviews on **Tuesday 13 August**.

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

Our Year in Numbers

