The Brilliant Club

Recruitment Pack

Head of Fundraising (Maternity Cover)

November 2026

Registered Limited Company: 07986971

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

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

Head of Fundraising

Start Date: March 2027
Salary: £44,536-£46,790 (plus £2,000 London weighting for those living in London and within the M25).
Contract Type: One-year fixed term maternity cover contract
Location: The role can be based in either London, Leeds or remotely. Regular travel to London is required.

About the role

Fundraising plays a vital role in the sustainability of The Brilliant Club and will be central to delivering our ambitions over the coming years. The Head of Fundraising will be a senior member of the Philanthropy team, supporting the Director of Philanthropy to deliver the charity's fundraising strategy and secure over £1.4 million annually in support of our mission.

The role will lead the day-to-day management of fundraising activity across trusts and foundations, corporates, major donors and individual giving, identifying new funding opportunities while ensuring excellent stewardship of existing supporters.

Working collaboratively with colleagues across the organisation, the Head of Fundraising will develop compelling funding propositions, oversee a pipeline of prospects and funders, and support the cultivation, solicitation and stewardship of key relationships.

The role will also line manage and develop two Fundraising Officers, helping to build fundraising capacity within the team and ensuring income targets, supporter engagement objectives and reporting requirements are met.

The successful candidate will bring significant fundraising experience, strong relationship management skills and a track record of securing income from trusts and foundations, corporates and/or major donors. They will be a strategic thinker with excellent organisational skills and a commitment to advancing educational equity through The Brilliant Club's work.

About you

The role will best suit someone who

- Has a demonstrable passion for furthering The Brilliant Club's mission
- Has significant fundraising experience and a track record of securing income from trusts and foundations, major donors and/or corporates.
- Has experience developing and managing fundraising pipelines and contributing to fundraising strategy.
- Is a confident relationship builder, with experience engaging and stewarding senior stakeholders.
- Has excellent written communication skills and experience producing successful funding applications, reports and other donor communications.
- Has experience managing projects and competing priorities, with strong organisational skills and attention to detail.
- Has experience line managing, mentoring or developing colleagues.
- Is able to adhere to information security policies included in the charity's ISO 27001 manual and complete information security training



About The Brilliant Club

In the UK today, being brilliant and working hard is not enough. Where you are born and your family income are still the strongest predictors of the career you will have, how much you will earn and your future health and happiness.

Attending a leading university is the most effective way of opening up opportunity, but it is a route too often out of reach. This is fundamentally unfair to young people and detrimental to society as a whole.

Now is the time to start backing brilliance. Our vision is of a society where every child has a fair chance to unlock their brilliance, regardless of where or how they grow up, and where positions of influence are open to everyone, not just the most advantaged.

We support young people to access and thrive at leading universities by working with schools, parents and the broader education sector. Between 2026-29, we are focused on three key goals:

- Supporting 55,000 students to develop university learning skills through The Scholars Programme, boosting GCSE attainment and university access where social mobility is at its lowest.
- Growing our work with parents and carers through Parent Power, to enable 8,000 parents to become partners in their child's education and leaders of educational change in their communities.
- Bringing the voices of young people and parents into policy discussions, and shaping systemic change through our research, evaluation and place focused partnerships.

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 Leeds and London.
- We expect you to be connecting face-to-face with colleagues on at least one day per week. In your first month, we may 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.



"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

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

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

Emily – 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

Leading on securing new business from trusts and foundations and corporate supporters

- Generate fundraising leads through research, event attendance and building connections. Lead the team in managing and moving forward our pipeline of prospective supporters.
- Write high-quality applications and fundraising materials. Maintain engaging cases for support for our range of programmes.
- Work closely with team members across the organisation to create engaging funding projects including for strategic, transformative funding, as well as exciting engagement opportunities.
- Develop an approach to securing joint funding with other organisations for joint projects.

Steward a portfolio of existing funders and secure renewed support

- Oversee funder reporting (with support from Fundraising Officers)
- Create exciting supporter experiences and events.

Develop and oversee Major Donor and individual giving approaches

- Manage Major Donor pipeline process including prospect research and actions.
- Work with Director of Philanthropy and Executive Leadership Team to identify and activate connections.
- Drive forward Major Donor and Individual Giving actions, ensuring that the team and leadership are moving prospects towards a gift.

Line management

- Line manage and support two Fundraising Officers to develop and grow in their role.

Fundraising governance and best practice

- Provide regular updates on fundraising progress to senior leadership, escalate risks and recommend mitigations to ensure that the fundraising target is met.

- Maintain awareness of the fundraising regulatory environment and trends.
- Support colleagues across the charity to build fundraising understanding.

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

- Role models personal efficiency and supports others to be more efficient.
- Able to manage multiple workstreams and prioritise own time and that of others effectively, including when working with senior colleagues.
- Able to manage organisational projects, with appropriate levels of time and resource input.
- Helps others to develop the skills and behaviours to build good time and resource management.

External Stakeholder Knowledge and Management

- Has strong stakeholder relationships and can teach others how to build strong relationships.
- Identifies the opportunity to proactively engage with external stakeholders that benefit the
- stakeholder and the charity.
- Able to think creatively about how to engage supporters in a strategic way and balance supporter needs with internal teams.
- Takes ownership for learning about stakeholders outside of immediate remit.

Communication

- Excellent ability to ensure communications consistently have the desired impact, helping the audience to think, feel or do what was intended.
- Confidently adapts content, tone and delivery of written and oral communications to the
- needs of the audience and is aware of their impact.
- Makes sound, nuanced judgments about how, when and whether to communicate difficult or sensitive messages.
- Evaluates the quality of communications within the charity and with external stakeholders.

Initiative and Problem Solving

- Approaches issues with fluidity, flexibility and an understanding of the wider external context.
- Responds quickly to solve problems that arise, seeking input and buy-in from relevant colleagues and stakeholders and understands that little things matter.
- Learns from examples across the charity and externally, identifying opportunities to improve risk management and solve problems efficiently.
- Leverages digital tools and online resources to solve problems, troubleshoot common issues, and learn new skills independently.
- Understands the interdependencies between different parts of the charity's work, and the implications for risk management.

Developing Self and Others

- Committed to personal development and building professional skills.
- Supports personal development of team, drawing on own experience and the experience of others.

- Shares learning and experience with the charity and wider sector, and proactively seeks to
- engage with and share best practice.
- Understands the range of strengths and weaknesses in the charity, with clear focus on how own skills and development areas fit into the bigger picture.

Role Specific Skills, Knowledge and Experience

- **Essential** – Has a demonstrable passion for furthering The Brilliant Club's mission.
- **Essential** – Takes pride in building exciting supporter engagement opportunities.
- **Essential** – Is comfortable working with senior stakeholders.
- **Essential** – Has substantial experience of working with external stakeholders in a fundraising capacity.
- **Essential** – Has experience of developing successful bids and creating high-quality reports.
- **Essential** – adhere to information security policies included in the charity's ISO 27001 manual and complete information security training
- **Desirable** – Line management experience
- **Desirable** – Major Donor fundraising experience

What comes next

To apply: Please click here to submit an application.

To ensure your application can be fully considered, please complete all the steps outlined below. Unfortunately, applications that do not include all required information cannot be progressed.

We recommend having your CV and cover letter ready to upload before starting the application form. This will help prevent any issues if the form times out before your documents can be attached.

1. Please **complete the applicant demographic survey by clicking here**. The Brilliant Club voluntarily conducts and publishes an annual ethnicity pay gap report alongside its mandatory gender pay gap reporting. Completing the demographic form helps us understand the diversity of applicants applying for each role. This information supports our ongoing commitment to equity, diversity and inclusion. 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.

2. Please upload your CV under the 'CV' file attachment.

3. Please **upload a cover letter** in 'Cover Letter' file attachment. Please note: the cover letter should be no more than one side of A4 (max. 20 MB in total). Your cover letter should include:

Your motivation for applying to work at The Brilliant Club and for this role
How your skills align with the role
Relevant examples of professional experience

Deadline: 9am on **Monday 30th November 2026**

Interviews: First round interviews on **Monday 7th December 2026** and second round interviews on **Monday 14th December 2026**.
For more information: Visit our website or email recruitment@thebrilliantclub.org.