

Assistant Director Digital & Innovation

Recruitment Pack

May 2026



An introduction from our Head of Programmes

We are seeking an Assistant Director – Digital and Innovation to play a central role in shaping how Villiers Park delivers and develops its programmes at a pivotal point in the implementation of our 2025-30 strategy. This role represents an exciting opportunity to lead on the development of our digital education offer and innovation work, ensuring it enhances both the reach and depth of our programmes for young people across the UK.

Villiers Park is a national social mobility charity with a strong track record of delivering impactful programmes that support young people from under-represented backgrounds to fulfil their potential. As we continue to grow, digital provision and innovation are increasingly important in enabling us to reach more students, and to do so in engaging and inclusive ways.

Digital learning and programme innovation will be critical to the next phase in our strategy, building on the foundations we have already established, including the development of our learning platform and programme model. Alongside this, Leadership Challenge continues to expand as a key national outreach and social action programme, and this role will be instrumental in ensuring its quality and impact.

Our work is possible because of a brilliant team of staff, trustees and volunteers and committed funders and partners who believe in what we do and want to make the greatest possible difference. The Assistant Director – Digital and Innovation will work closely with colleagues across programmes, partnerships, communications and fundraising, as well as external partners, to ensure our digital and programme offer is coherent, forward-thinking and aligned with our mission.

This is a unique opportunity to combine strategic leadership with practical delivery, helping to translate ambition into impact for the young people we serve.



Sarah Chick
Head of Programmes

About Villiers Park

What we do

- We are experts in working with young people aged 11-19 from under-represented backgrounds. We believe that every young person should have an equal opportunity to excel at school, at university and into their careers.
- Our unique and highly-tailored programmes increase aspirations for learning and motivation, develop academic, employability and personal skills and raise attainment.

Who we are

- Founded over 100 years ago, Villiers Park is committed to advancing and promoting education.
- Our vision is a future where every young person has the opportunity to realise their full potential. Yet for too many, this is limited by economic, social and personal barriers not of their making. As a national social mobility charity, we exist to change that.

Our Hub Locations



Our Values



We are ambitious

We are strategic in our ambition, and ambitious in our strategy. We are bold in our vision for long-term change, while remaining focused and driven in our day-to-day delivery. We support young people to be ambitious for themselves. And we are ambitious for the communities we work in, striving for meaningful, lasting change.



We are curious

We are driven by curiosity — asking questions, challenging assumptions, and exploring new possibilities for change. Our programmes are informed by data and evidence, and we continuously seek to learn and improve. We nurture curiosity in our staff and volunteers through learning and development, and we inspire young people to explore their futures with confidence and an open mind.



We are considerate

We approach our relationships with beneficiaries, partners, colleagues, and donors with empathy, respect and care. We are active listeners and intentional in our communications, fostering trust and collaboration. We use resources thoughtfully, make sustainable choices, prioritise wellbeing, and make decisions with a clear view of their long-term impact.



We are committed to equity

We are committed to ensuring fair access to resources and opportunities for every young person, regardless of their background or circumstances. We champion inclusion, collaborate across communities and make space for every voice to be heard. We will actively promote equity and inclusivity in all that we do, working towards a more just and balanced society.





About the role

Salary	£42,000 - £46,000 dependent on experience
Working pattern	Full time (or 0.8 FTE considered)
Reports to	Head of Programmes
Location	Hybrid – location local to our Cambridge office or near to one of our Regional Hubs
Responsible for	Designated Programme Coordinators

Job Purpose

The Assistant Director - Digital and Innovation leads the development, implementation and ongoing improvement of Villiers Park's digital education provision. This includes the design and delivery of online learning experiences, the development of digital and physical resources for use across programmes, and ensuring that digital delivery is accessible, safeguarded and aligned with the organisation's mission.

The role also provides strategic and operational leadership for Leadership Challenge, Villiers Park's national student outreach and social action programme. This includes programme design, partner engagement, monitoring and evaluation, and ensuring the programme is effectively resourced and financially sustainable.

Working closely with the Head of Programmes, Senior Leadership Team (SLT), Communications and Fundraising teams, and external partners, the postholder supports the development of digital innovation, programme resourcing and Leadership Challenge activity to enhance reach, impact and quality.

Safeguarding

Villiers Park Educational Trust is committed to safeguarding and to providing a safe and supportive environment, which secures the well-being and best outcomes for the young people with whom we work.

Safeguarding is embedded in all aspects of Villiers Park's work and integral to the commitment we make to our schools, partners and the young people and communities we serve and work with. All employees and volunteers are expected to share this commitment by adhering to our organisational safeguarding procedures, attending regular in-house training and keeping up to date with developments in policies and legislation.

All employees and volunteers will also agree to undergo an Enhanced Disclosure and Barring Services check and successfully complete our mandatory online training courses including NSPCC Safeguarding in Schools and PREVENT training.



Duties and responsibilities

Key responsibilities:

- Provide strategic leadership for the development, implementation and continuous improvement of Villiers Park's digital education provision, ensuring alignment with our Theory of Change, priorities and values
- Lead the design and evolution of high-quality digital learning experiences, content and pathways for students, schools, parents/carers and volunteers
- Oversee the adoption and integration of digital platforms and tools, ensuring accessibility, safeguarding, GDPR compliance and scalability
- Drive innovation in digital delivery by monitoring sector trends and embedding relevant approaches to enhance reach and impact
- Ensure digital provision complements and strengthens face-to-face delivery across programmes, working closely with the Head of Programmes and Assistant Directors
- Provide strategic oversight of the use of AI within programmes, ensuring its application enhances learning experiences while maintaining safeguarding and ethical standards.
- Provide strategic oversight of the development and ongoing review of physical resources, ensuring consistency, quality and alignment across programmes
- Ensure all resources are inclusive, engaging, curriculum-aligned and reflect organisational standards and brand expectations
- Maintain a coherent approach to resource development, ensuring materials support programme delivery and learning outcomes effectively
- Lead the strategic and operational development of the Leadership Challenge programme, ensuring it is high-quality, sustainable and aligned with organisational priorities
- In collaboration with the Senior Leadership Team, develop and strengthen partnerships with charities, corporates and universities to support programme growth and delivery
- Oversee the development of an appropriate recognition or award framework for participants
- Establish and oversee robust quality assurance and evaluation processes for digital and physical content and delivery
- As a member of the Senior Leadership Team, contribute to strategic planning, budgeting and risk management, and provide quarterly updates to the Board of Trustees.
- Work collaboratively with Fundraising and Communications teams to support income generation, bid development and programme promotion

This list is not exhaustive, and the post-holder will be required to undertake other tasks relevant to the role and within their capability.

Skills and experience:

- Significant leadership experience in education, youth or social mobility sectors
- Knowledge of school and college curricula and the needs of learners aged 13–19
- Proven experience in designing and/or delivering digital learning
- Strong understanding of safeguarding, digital accessibility standards and inclusive design
- Experience developing high-quality educational resources (digital and physical)
- Ability to lead programmes, manage projects and deliver to deadlines
- Ability to build relationships with colleagues and external stakeholders to further organisational aims and fundraising objectives

Personal attributes:

- A genuine commitment to and care for social mobility and young people's futures
- Organised and proactive, effectively, prioritising workload and delivering outcomes independently
- Strategic and forward-thinking, with an ability to see the bigger picture
- Collaborative and able to work effectively with colleagues, partners and stakeholders across different functions
- Willingness to learn and develop your own practice and experience

Additional Information:

- The postholder will be required to travel regularly to schools, events and partner organisations
- An enhanced DBS check will be required
- The postholder will hold responsibility to be one of the Deputy Designated Safeguarding Leads
- The postholder will require a full UK driving licence
- Evening work and overnight stays may be required

Employee Benefits

- 26 days annual leave plus bank holidays (pro rated) and additional leave over Christmas
 - A dedicated wellbeing day for you to take at any time and three days (pro-rated) paid leave for volunteering or study each year
 - Training and professional development, including termly staff development days
 - Support from our wellbeing working group and access to an employee assistance programme
 - Opportunity to join working groups with other colleagues from across the organisation as well as wider networks such as the Fair Education Alliance
 - Flexibility in working hours
 - Additional sick pay and compassionate leave policies.
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How to apply

If you would like to apply for one of our vacancies, please download and complete an application form and an Equal Opportunities monitoring form, and email them with a short covering letter to hr@villierspark.org.uk.

How to apply



01223 872601



hr@villierspark.org.uk

villierspark.org.uk/jobs