

# Progression Coach

## Norwich and Norfolk

12 month contract  
(Maternity cover)

**Recruitment Pack**

March 2026

# 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

<b>Salary</b>	£24,401 FTE
<b>Contract</b>	Full-time or Term Time Only (Maternity cover - 12 months, with the potential to extend)
<b>Reports to</b>	Programme Coordinator, East of England
<b>Location</b>	Norwich, Norfolk (School based)
<b>Closing Date</b>	11.59 pm, 18 May 2026

## Job purpose

An exciting opportunity has arisen for an enthusiastic person with a keen interest in working with young people to join the Villiers Park team as a Progression Coach in our well-established Norwich and Norfolk hub.

The Progression Coach will deliver coaching sessions, workshops, various in-school projects and activities for students aged 12-19. The ideal candidate will have a desire to support young people from under-represented groups realise their potential, excellent organisational skills, and experience in designing and delivering workshops and one-to-one sessions for young people. The main duties and responsibilities of the role can be found below.

The role is predominantly school based, however, when not working with students you will be office or home-based. Ideally, the Progression Coach will be based in or around Norwich, and be willing to travel to schools and colleges in the area, with business mileage paid in accordance with HMRC guidelines.

Villiers Park is committed to equity, diversity and inclusion among our employees, volunteers, trustees and the communities we support.

## 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.



# The role

## Duties and responsibilities

- Conduct one-to-one and group coaching sessions with young people on the Villiers Park Future Leaders Programme.
- Support young people in developing realistic and meaningful ambitions and creating actionable plans.
- Deliver workshops for young people in collaboration with Villiers Park team members, including our social action project, 'Leadership Challenge'.
- Attend Future Leaders Programme events in Norwich and Norfolk, and beyond, such as university and employer insight days.
- Raise safeguarding issues, collaborate with schools and colleges, and resolve concerns for individual students.
- Assist in developing the Future Leaders programme, including developing curriculum content and online resources.
- Support and participate in residential or subject-specific courses, including occasional overnight supervision.
- Support the collection and processing of programme evaluation.
- Engage in training, share best practices, and provide guidance to new staff.
- Collaborate with colleagues and contribute towards Villiers Park's vision and values.
- Undertake other relevant tasks as assigned by your line manager.

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

## About you

- Passionate about social mobility and youth development.
- Committed to improving the learning experience of young people in schools and colleges.
- Empathetic and skilled in supporting young people to find their own solutions.
- Effective verbal and written communication skills across different audiences.
- Ability to adapt communication style with students, parents, and teachers.
- Comfortable presenting to various audiences.
- Team player who can also work independently and autonomously.
- Highly organised and detail-oriented with the ability to meet deadlines.
- Experience working with young people from diverse backgrounds.
- Experience in schools, Higher Education or careers sector.
- Flexible availability, including occasional evening and overnight work.
- Willingness to undergo an Enhanced DBS check with children's barred list.
- Driving licence and access to own transport (desirable).

## Employee Benefits

- 26 days annual leave plus bank holidays and additional leave over Christmas
- A dedicated wellbeing day for you to take at any time and three days paid leave for volunteering or study each year
- Training and professional development, including termly staff development days
- Support from our mental health champions 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.

## 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](mailto:hr@villierspark.org.uk).

## How to apply



**01223 872601**



**[hr@villierspark.org.uk](mailto:hr@villierspark.org.uk)**



**[villierspark.org.uk/jobs](https://villierspark.org.uk/jobs)**

*We will keep your application for six months after the recruitment process for record-keeping purposes. You may request deletion sooner if you wish.*

COMPANY NO: 11443649  
REGISTERED CHARITY NO: 1179436



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