

Regional Lead - East of England

Overview

Salary	£30,596 (0.8FTE £24,477)
Contract	Full-time or part-time (Open to 0.8 FTE)
Location	Hybrid in Cambridge or Norwich
Reports to	Assistant Director, Future Leaders Programme and Designated Safeguarding Lead
Direct Reports	Progression Coaches in Cambridge and Norwich
Closing Date	5pm, 9 November 2026
Interviews	W/c 16 November 2026

Job Purpose

The Regional Lead is responsible for the coordination and successful delivery of Villiers Park's programmes across their designated region. They oversee regional operations, ensuring high-quality programme delivery and positive outcomes for young people, while contributing to the achievement of our organisational targets and strategy. The postholder leads the planning and coordination of key programme activities, including coaching, workshops, Leadership Challenge, University and Employer Experiences, also supporting residential events and national programme delivery where required.

The Regional Lead builds and maintains strong relationships with schools, colleges and other local partners, helping to create opportunities for more young people to access and benefit from the charity's programmes.

The role also works closely with the Fundraising and Senior Leadership Teams to develop long-term partnerships with funding and employer partners, extending the charity's reach and empowering more young people to fulfil their potential.

In addition, the Regional Lead coaches a cohort of Future Leaders and manages a small team of Progression Coaches, providing support and line management to ensure consistent standards of delivery and participant experience.

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.

You will 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:

- Coordinate the planning, management and delivery of regional Future Leaders Programmes, ensuring high-quality participant experiences and outcomes.
- Lead the implementation and delivery of designated region-specific programmes and activities in the East of England, ensuring they are well managed, engaging and impactful.
- Plan and oversee regional activity, such as workshops, university visits, employer engagement opportunities and Leadership Challenge.
- Support the organisation and delivery of residential, online and national programme delivery where required.
- Build, maintain and develop relationships with schools, colleges and other local partners, and support the Fundraising and Senior Leadership Teams in the development of long-term funding and employer partnerships.
- Line-manage, coach and support Progression Coaches, contributing to their professional development and performance.
- Coach and support a cohort of Future Leaders, helping them achieve their educational, personal and career aspirations.
- With support from Programme Coordinators, manage programme administration, maintain accurate records and develop annual activity and events plans.
- Collect, maintain and report on programme data, supporting quality assurance, evaluation and impact measurements to accomplish regional targets and key performance indicators.
- Work collaboratively with colleagues to share best practice and contribute to the design, development and continuous improvement of programme content and activities.
- Liaise with colleagues to coordinate stakeholder visits, volunteering opportunities and other partnership activities.
- Work closely with Communications and Fundraising colleagues to raise Villiers Park's profile, develop case studies and identify new partnership and funding opportunities.
- Comply with safeguarding, GDPR and data protection requirements and all relevant organisational policies and procedures.

Skills and experience:

- Knowledge of school and college curricula and the needs of learners aged 13–19.
- Ability to empathise with young people, to be understanding, and be able to support young people to find their own solutions.
- Experience developing high quality educational resources.
- Highly effective verbal and written communication skills across a range of audiences with an ability to adapt communication style to relevant stakeholders.
- Highly organised, with experience of line management or team leadership, and able to delegate across a number of tasks and projects to deadlines.

- Ability to work effectively as part of a team as well as independently and autonomously.
- Commitment to their own and others' professional development.

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.

How to apply

If you would like to apply for this position:

- Download and complete [an application form](#).
- Complete the [Equal Opportunities Monitoring Form](#).
- Email your application for with a short covering letter to hr@villierspark.org.uk.

*Applicants must have the right to work in the UK at the time of application.
Unfortunately, we are unable to offer visa sponsorship for this role.*