

Progression Coach

Swindon

Part time, term time only
September 2025



Progression Coach

Swindon and Wiltshire

Salary	£24,401 0.6 FTE (£12,951.50 Pro Rata)
Location	Swindon and Wiltshire (School based)
Contract	0.6 FTE 3 days per week (must include Wednesdays) Term time only based on 40 weeks a year
Closing Date	14 October 2025
Reports to	Programme Coordinator, Swindon and Wiltshire

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 Swindon and Wiltshire 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 Progression Coach role is hybrid which can be worked flexibly (working days to be negotiated, but must include Wednesdays). 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 Swindon, and be willing to travel to schools and colleges in Swindon, Wiltshire and South Gloucestershire, 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/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.

About Villiers Park

Organisational Values



Fairness: We strive for justice and argue unwaveringly for fairness in a world of compromise, prejudice, inequality and deeply entrenched disadvantage.



Empowerment: We are passionate about working with individuals to enable them to find the skills and resources within themselves to flourish and have healthy futures.



Aspiration: We continually seek ways to improve what we do, how we do it, and the impact we have on the world around us.



Courage: We create an environment where we can be courageous by speaking and listening openly. We know that courage means taking risks and support others to learn.

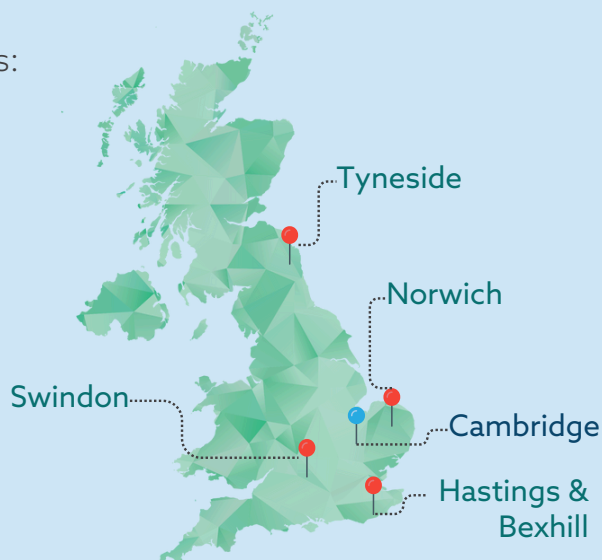
Who we are

- Villiers Park Educational Trust is a national social mobility charity committed to empowering young people to realise their potential.
- We have been working with under-represented young people in areas with historically low access to higher education and careers opportunities for the last 100 years, helping them to achieve better life outcomes.

What we do

- We are experts in working with young people aged 14-19 from under-represented backgrounds.
- We believe 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.

Our Hub Locations:



Main 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 Swindon and Wiltshire, 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

- A dedicated wellbeing day (as agreed with line manager) 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 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.
- Additional sick pay and compassionate leave policies.



Get in touch



01223 872601



hr@villierspark.org.uk

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.

Please note we will not be able to accept CVs without a completed application form in line with our safer recruitment policies.

villierspark.org.uk/jobs