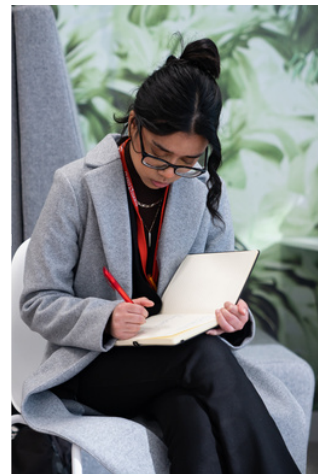


# Director of Programmes

March 2024



# Introduction from our Chief Executive

We are seeking a new Director of Programmes at Villiers Park, following Deborah Richardson's retirement in summer 2024. This is an exceptional opportunity to lead and develop our programmes strategy, building on a strong evidence base to extend our future impact and reach.

Villiers Park is a small national social mobility charity, with a track record for delivering impactful programmes that make a significant difference to young people from under-represented backgrounds.

We are in the fourth year of our current strategy and in 2025 will set our strategic vision and goals until 2030. As Director of Programmes, you will play a key role in the development of our Programmes strategy, making this a particularly exciting time to join. Our core programme, Future Leaders, is embedded in regional hubs across the country and we have developed our digital strategy, recently launching a new learning platform to enhance young people's learning and skills development. The sale of our former residential centre in Cambridgeshire has created a secure financial platform for long-term growth and we continue to run residentials in partnership with universities.

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. Our team is hybrid: as well as regional teams, we have colleagues who are home-based and a small office in North Cambridge amid a community of charities, SMEs and social enterprises.

Travel to visit programmes, attend events and staff development both in-person and online are rewarding and inspiring opportunities to share practice, learn from each other and celebrate impact. We have fantastic support through the Fair Education Alliance's Scaling Award, which is helping to build our capacity, organisational leadership and networks in the wider education sector.

I would welcome informal conversations with any interested candidates and please don't hesitate to get in touch. I hope you will feel inspired to join us.

A handwritten signature in black ink that reads "Gaby Sumner".

Gaby Sumner  
Chief Executive

# Director of Programmes

Salary	£54,000 - £62,000 FTE*
Location	Hybrid, with regular travel across the UK
Closing Date	9am, 2 April 2024
Interview Date	First stage (in-person, Cambridge): 10 April Second interview (online): 18 or 19 April
Reports to	Chief Executive
Direct reports	Two Assistant Directors, Programmes Manager, Programmes Coordinator

\*As a flexible employer with over 50% of our staff working part-time, we welcome applications from candidates who are looking for flexible working arrangements and are open to job-share arrangements.

Young people from under-represented backgrounds continue to face significant barriers to achieving their educational and career potential. Villiers Park Educational Trust is committed to ensuring that every young person has an equal opportunity to excel at school, university or in their careers. Our targeted programmes develop academic, employability and personal skills and empower young people to make informed choices about their futures.

The Director of Programmes will lead the delivery of Villiers Park's national programmes and manage strategic relationships across the educational and voluntary sectors, ensuring that we are delivering impactful interventions that make a positive, long-term difference to young people's lives.



## 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..



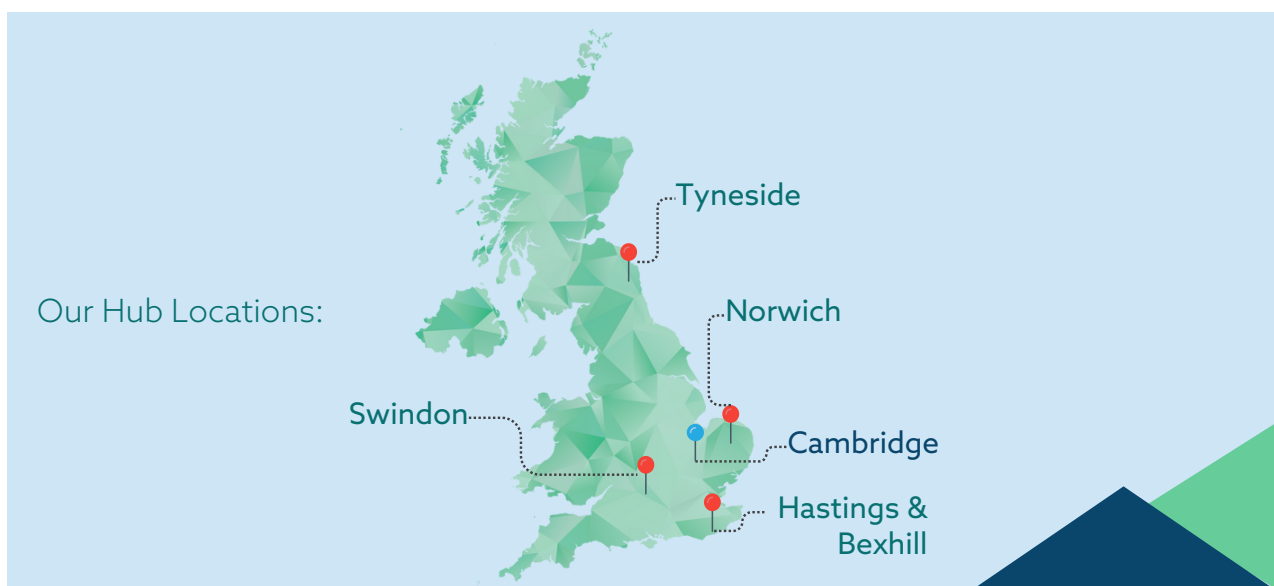
**Courage:** We create an environment where we can be courageous by speaking and listening openly. We know that courage means taking risks and support others to learn.

### Who we are

- Villiers Park Educational Trust is a national social mobility charity committed to empowering young people to realise their potential.
- We've been working with underrepresented 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.





## Core Duties and Responsibilities:

An outstanding manager of people and relationships, you will bring a strong track record in the design, delivery and management of programmes for children and young people together with a demonstrable record of engaging multiple stakeholders.

### Programme Management

- With the CEO and Assistant Directors, develop the strategic and operational plans, and oversee the delivery and evaluation, of Villiers Park's programmes
- Oversee quality assurance and drive a culture of excellence and impact across Villiers Park's programmes
- Lead and oversee the programmatic development of Villiers Park's digital strategy and its implementation, including digital learning platform LaunchPad
- Lead on Villiers Park's schools strategy, managing senior stakeholder relationships, identifying opportunities to scale and overseeing the pricing, promotion and targeting of our programmes
- Strategically lead evaluation, embedding our monitoring and evaluation framework and ensuring GDPR compliance
- Work with the senior team to set budgets and establish effective reporting and monitoring processes
- Develop new programmes and new elements to existing initiatives, working closely with Fundraising colleagues to draft funding propositions.

### Relationship Management

- Manage key relationships with schools, sixth form colleges, universities and funding partners, to include the negotiation of contracts and tracking performance against targets
- Develop and deliver a university engagement strategy in partnership with the Assistant Directors and CEO to deepen the impact and reach of Villiers Park's work
- Lead and champion advisory groups with teachers and Future Leaders, ensuring that partner and student voice are amplified
- Represent Villiers Park at external events and conferences and form effective professional networks and partnerships, ensuring that the charity is well represented and has influence across the sector.



### Team Management:

- Lead and motivate the Programmes team, including chairing planning and team meetings and overseeing line management, training and appraisals
- Line manage and motivate two Assistant Directors, Programme Manager and Programme Coordinator, proactively supporting their continued professional development
- Contribute to the Senior Leadership Team, supporting the organisation's strategic and operational development
- Collaborate with the Fundraising Team, ensuring that fundraising proposals are strategically aligned and supporting colleagues to engage funders with our work
- Oversee the wider resourcing of the team, including the recruitment of tutors, freelancers and volunteers
- Report into the Programmes and Impact Committee and Board of Trustees, providing regular reports as well as the information and tools for Trustees to advocate for Villiers Park programmes through their networks.

### Designated Safeguarding Lead

- As the designated safeguarding lead, act as the main source of support, advice and expertise for safeguarding in Villiers Park
- Chair an internal safeguarding committee and provide quarterly reports to the Board of Trustees, as well as termly reviews with our designated Safeguarding trustee
- Lead the management of Villiers Park's safeguarding plan, including an annual review of our safeguarding policy and the implementation of training for staff, volunteers and trustees
- Coordinate the distribution of policies, procedures and safeguarding resources
- Manage safeguarding concerns, allegations or incidents, including the management of referrals to key safeguarding agencies of any incidents of abuse and harm.

### Other duties as necessary from time to time

- This will include travel to our different hubs and meetings with partners and funders which are often in Cambridge or London
- Deputise for the Chief Executive as required.



## Person Specification

### Required experience(s)

- Highly knowledgeable of the educational and social mobility landscape, with direct experience of leading projects working with young people
- Demonstrable experience of managing, motivating and developing teams to deliver successful projects
- A track record of impactful programme design and development
- Significant experience of monitoring and evaluation, impact and data analysis
- Experience of working with Fundraising or External Affairs teams, building relationships with funders and influential external stakeholders
- Experience of managing budgets and internal frameworks to track spend, data and performance
- Experience of safeguarding and working with vulnerable young people.

### Desirable experience(s)

- A leadership role, or significant experience of leading programmes, in education
- Safeguarding leadership, either as Designated Safeguarding Lead or a Safeguarding Committee member
- Direct experience of working in or with charities and voluntary sector organisations.

### Skills and competencies

- Highly effective communication skills across a diverse range of stakeholders and audiences
- Strategic acumen and excellent planning skills
- Highly organised and able to lead, delegate and deliver across a number of tasks and projects
- High degree of initiative and the ability to take responsibility for specific programmes
- Excellent attention to detail
- Personable, flexible and discrete, able to fit in to a small team and work well with colleagues, volunteers and partners in a range of settings.

### Other

- Is eligible to work in the UK
- Willing and able to travel regularly across the UK

### Expected interview dates:

First interview: 10 April, in person at Villiers Park's Cambridge office

Second interview: 18 or 19 April, online



## Employee benefits

- 26 days annual leave plus bank holidays and additional leave over Christmas and New Year
- Flexible working arrangements and working hours
- Dedicated training and professional development budgets
- Access to an employee assistance programme, enhanced sick pay and compassionate leave allowances
- Access to employee and industry networks, including the Fair Education Alliance.



## Get in touch



01223 872601



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

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