

JOB DESCRIPTION

Job Title: The Warrior Programme Regional Co-ordinator

Location: Hybrid -Based at home, (Ideally no more than 1.5 hours from Corsham) and attendance on Residential courses, currently in Corsham with visits to hubs across the Southwest/Southeast region.

Salary: Circa £30,000

Responsible to: Lead Regional Co-ordinator

Main purpose of the Role: The Warrior Programme Regional Co-ordinator for the Southern region

Duties:

- Build and maintain relationships with the Valour Recognised Centres, NHS Service, military charities, statutory services, partner organisations and Armed Forces groups (Veterans, Serving and Families) primarily in Southern England
- Conduct presentations as required to raise awareness and understanding of The Warrior Programme to include other military charities, breakfast clubs, units, stations and bases
- Be prepared to attend online weekly/monthly multi-disciplinary team meetings with NHS/VRC partners to identify appropriate attendees for the courses
- Attend meetings or conduct office calls with the VRCs across the region as necessary
- Upload information to the Customer Relations Management (CRM) and NHS/VRC equivalent and conduct the necessary Risk Assessments, administration and briefings to ensure participants (Veterans, serving and families) are Ready and Suitable prior to attending the course.
- Maintain contact and nurture the participant so that they arrive at the course well prepared and motivated to attend

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- Attend Residential programmes - Mon pm – Thu Fri am (inclusive staying on site with the team) and work with the team to ensure all Warriors receive a first-class experience on the residential Foundation Course
- Sign post/refer Warriors to appropriate support to continue personal development where appropriate
- Manage safeguarding concerns and raise to designated safeguarding lead (DSL) as necessary
- Liaise with the Post Course Co-ordinators and partners to ensure referrals are supported and guided throughout the 12-month programme and maintain consistent progress towards goals
- Attend and host online courses, pre- and post-course workshops as required
- Collect, write and present required data and management information to the Director Operations/Senior Management Team as required

Any other duties related to the post as designated by the Director or Trustee

Person Specification

Essential	Desirable
Can work unsupervised, use initiative, is highly motivated, proactive and looks for solutions	A military veteran or spouse of a Veteran
Highly organised and able to administer groups of people whilst on a course	Knowledge of statutory services and military charity organisations
Excellent interpersonal and communication skills – Articulate and credible. Able to collaborate with all stakeholders both online and in person	Experience in negotiating and influencing with Managers & Directors of Organisations at Regional level
Can work as part of a remote team and is a good team player.	Mental Health first Aider or First aid at work qualification
Demonstrates empathy and has a good understanding of the complex needs of armed forces personnel	Able to conduct dynamic risk assessments
Able to deliver presentations to promote the Warrior Programme	Knowledge of NLP and TLT and techniques used on Warrior Programme
Competent IT Skills - word, powerpoint and excel to populate CRM database	Safeguarding experience
Confident and regular user on social media platforms	
Compile concise progress reports for senior management	
Flexible and able to work away from home in the UK as required	
Car user	

The closing date for applications is Friday 1 May 2026 with interviews commencing the following week. Successful candidates will then be invited to visit us on a residential programme 19-21 May.

Ideally, we would wish for the successful applicant to start as soon as possible.

To apply please send your CV and covering letter to: info@warriorprogramme.org.uk

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The Warrior Programme strives to be an equal opportunities employer and welcomes applications from all sections of the community. We particularly welcome applications from ex-Service personnel. Appointments are subject to an enhanced DBS check.

Please contact John Cummings, Director of Operations on john.cummings@warriorprogramme.org.uk to arrange an informal discussion.