

Programme Delivery and Support Coordinator — South East

A community training and coordination role, delivering our programmes across the South East.

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At a glance

- **Role:** Programme Delivery and Support Coordinator (South East)
- **Hours:** Part time, 30 hours a week (4 days). We can talk about which days work for you.
- **Salary:** £26,500 to £28,000 a year for full time hours. As this role is 30 hours a week, the actual salary is **£21,200 to £22,400 a year**.
- **Location:** Home based, with regular travel to deliver in person across the South East, mainly Kent, Sussex, London and nearby areas.
- **Contract:** One year fixed term, with the potential to extend depending on funding.
- **Reports to:** Head of Delivery
- **Applications open:** Friday 19 June 2026
- **Applications close:** Friday 10 July 2026
- **Interviews:** from 20th July 2026

About us

The Mason Foundation is a national charity that supports neurodivergent young people and communities to thrive. (Neurodivergent means people whose brains work differently, for example autistic people or people with ADHD.) We run three main programmes: Propel, which is employment support for neurodivergent young people aged 14 to 25; Community

Mile, locally led physical activity run by trained Champions; and wider community programmes. We work across England and Scotland.

What you would do

You would be the face of The Mason Foundation across the South East, delivering our programmes on the ground. Day to day, you would:

- Deliver training and run sessions in schools, colleges, community settings and workplaces.
- Support those organisations to put what they have learned into practice.
- Build relationships with schools, employers and community groups across the region.
- Champion neuroinclusion, which means helping everyday settings work better for neurodivergent people.
- Travel regularly across the South East to deliver sessions in person.

What you need

Essential

- A genuine commitment to neurodivergent young people and communities.
- Experience in at least one of these: SEND (special educational needs and disabilities), employability support, community development, or physical activity.
- Confidence delivering engaging training to different groups of people.
- The ability to build good working relationships across education, community and employer settings.
- The ability to travel regularly across the South East to deliver in person. Most of our coordinators drive, so a driving licence and access to a vehicle is helpful. If you do not drive, we are happy to talk about how you would manage the travel.

Nice to have

- Experience working across more than one of the areas above.
- Confidence working independently and managing your own time across a busy delivery diary.

You do not need to tick every box. If you meet most of this and are keen, please do apply.

Adjustments and how we recruit

We want this process to work for you. Adjustments are available at every stage, both when you apply and at interview. That might mean having the interview questions in advance, extra time, a different format, a quieter space, or anything else that would help you do your best. To ask for an adjustment, or just to talk it through, contact Hayley Skipp at hayley.skipp@masonfoundation.co.uk.

We are a Disability Confident Employer. If you tell us you have a disability and you meet the essential requirements above, we will guarantee you an interview.

How to apply

Email your CV and a short introduction to hr.recruit@masonfoundation.co.uk

Your introduction can be however you are most comfortable showing us who you are: a short cover letter (no more than one side of A4), a video, or another format that suits you. Tell us why this role is right for you.

What happens next: We will let you know by 17th July 2026 whether you have been shortlisted. Our interview has two stages. First, an informal conversation about the role over Teams or by phone, so we can get to know each other a little. Then a panel interview, which you can have in person or online, whichever you prefer.

Informal conversations: week of 20th July

Panel interview: week of 27th July

If you would like to chat about the role before applying, contact Hayley Skipp at hayley.skipp@masonfoundation.co.uk

If we offer you the role

Any offer of employment depends on you signing the contract and on:

- two satisfactory references,
- proof of any qualifications the role requires,
- evidence of your right to work in the UK, and
- a satisfactory DBS (Disclosure and Barring Service) check, if the role needs one.

We welcome applications from everyone, and we especially welcome applications from people currently underrepresented at The Mason Foundation, including LGBT+ people, disabled people, and people from ethnic minority backgrounds.