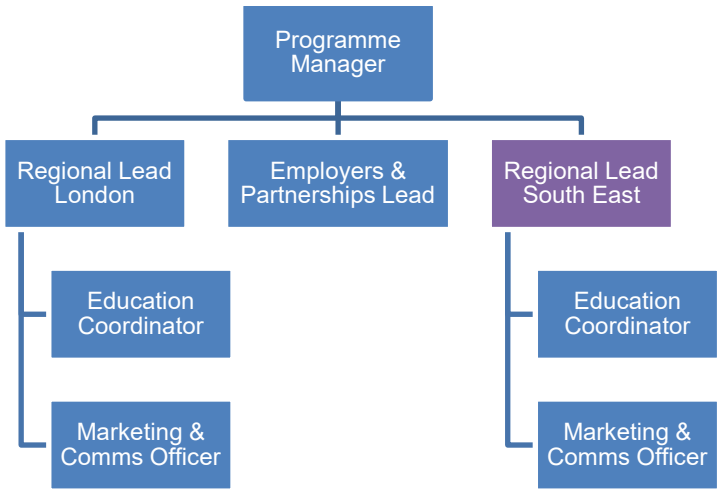
STEM Learning Limited

1. Role Particulars	
Role Title – **TechFirst Regional Lead – South East**	Reports to – TechFirst Programme Manager
2. Organogram	



3. Purpose of role

STEM Learning's vision is a world-leading STEM education for all young people across the UK. To achieve this, we provide a range of support to formal and informal education, including subject-specific professional development for teachers and other educators, quality assured resources, support for STEM Clubs and other activities, and student-facing experiences. Our belief is that an outstanding STEM education coupled with timely, high quality and progressive STEM enrichment and inspiration activities, can positively impact young people and their future opportunities and address our current and future skills gaps.

The TechFirst programme funded by government aims to expand access to high-quality technology education and career pathways for young people, particularly those from underrepresented backgrounds. The programme brings together schools, employers, and delivery partners to provide inspiring, relevant, and scalable experiences aligned to national skills priorities.

The TechFirst Regional Lead - South East will support the delivery of the programme at a sub-regional level, translating regional plans into effective local delivery. Reporting to the Programme Manager, you will be responsible for coordinating delivery activity, managing a small team, and ensuring high-quality engagement with schools, employers, and partners across the South East. You will play a key role in ensuring delivery targets are met, risks are managed, and stakeholder relationships are maintained, contributing to the overall success of the region. You will act as a champion of the programme, embedding innovation, efficiency, and stakeholder satisfaction.

4. Key Results / Accountabilities expected from role

Working with colleagues across STEM Learning and with partners externally the role will encompass:

Regional Strategy and Programme Delivery

- Translate national TechFirst objectives into a coherent, regionally tailored delivery plan that reflects the South East's education and skills landscape
- Lead end-to-end programme delivery across the region, ensuring alignment with timelines, targets, and quality standards

- Oversee regional reach, engagement, logistics, and delivery across multiple partners and stakeholders.

Operational Leadership and Performance Management

- Own regional programme planning, including milestones, resources, and delivery models
- Monitor performance against KPIs (e.g. reach, participation, engagement, outcomes) and take corrective action where required
- Maintain oversight of delivery risks and implement mitigation strategies
- Oversee and coach a team, with day-to-day line management of two roles.

Stakeholder Engagement and Partnerships

- Build and maintain strong relationships with schools, colleges, employers, and delivery partners across the South East
- Ensure effective coordination between stakeholders to maximise programme reach and impact
- Represent the programme at regional forums, contributing to wider skills and education agendas
- Monitor the customer journey for all programme users (teachers, ambassadors, employers) working with colleagues across the team and wider business, overseeing improvements to the stakeholder experience.

Governance, Compliance and Reporting

- Ensure compliance with safeguarding, GDPR, DBS, and all relevant regulatory requirements
- Produce high-quality management information and narrative reports for the DCMS and internal stakeholders
- Escalate delivery risks, issues, and performance concerns as appropriate.

Financial and Resource Management

- Manage regional budgets, ensuring effective allocation of resources and value for money
- Monitor spend against forecasts and ensure financial accountability.

Monitoring, Evaluation and Continuous Improvement

- Contribute to programme-wide evaluation by capturing regional insights, data, and impact evidence
- Use data and stakeholder feedback to drive continuous improvement in delivery
- Share best practice and learning across regions to strengthen overall programme performance
- Ensure the programme operates effectively at scale and remains responsive to changes in requirements or external factors.

Through the above and other activities, a key responsibility is to contribute positively to building STEM Learning's reputation as 'the partner of choice' for employers, professional bodies and others wanting to engage in and support STEM.

5. Key challenges

- Delivering high-quality activity across a geographically dispersed sub-region
- Managing competing delivery priorities and stakeholder expectations
- Supporting team performance while maintaining personal delivery responsibilities
- Ensuring consistent data quality and reporting
- Adapting delivery to local needs within a national framework

6. Experience and Expertise (typical educational qualification and experience)

Essential personal skills, competencies, and qualities

- Significant experience in programme management and operational leadership – demonstrable experience of programme leadership

- Proven ability to manage large-scale, multi-stakeholder programmes
- Strong risk management and problem-solving capabilities
- Experience of government reporting and working within funded programme frameworks
- Strong organisational and coordination skills, with the ability to manage multiple priorities
- Excellent data literacy, with the ability to interpret performance metrics and produce clear reports
- Experience in programme delivery within education, youth, or skills sectors
- Experience of managing or supervising staff or project team
- Experience of financial management, budgeting, and resource allocation
- Resilient and adaptable: able to manage pressures, shifting priorities and work with ambiguity in a positive and constructive manner
- Good understanding of stakeholder engagement, particularly with schools and/or employers
- Ability to monitor performance and use data to inform delivery
- Ability to work strategically while maintaining attention to operational detail
- Understanding of safeguarding, GDPR, and compliance requirements
- Strong communication and interpersonal skills
- Proactive, solution-focused, and adaptable approach
- Ability to work both independently and as part of a wider regional team

The role holder will be required to undertake travel and occasional overnight stays. Flexibility of working hours will be required to meet the demands of the role at key times.

7. Location

This role covers the South East region of England (which includes Kent, East Sussex, West Sussex, Isle of White, Hampshire, Berkshire, Oxfordshire, Buckinghamshire, and Surrey). Home-based within the region, with travel to schools, partner organisations, and programme events.

Team meetings will take place in our London office and the postholder should expect occasional travel to our HQ at the National STEM Learning Centre in York.

8. Salary & Benefits

Full-time role - £40,000 - £43,000

30 days holidays plus bank holidays and an additional day’s leave on your birthday, Christmas closure, access to an excellent pension scheme, employee assistance programme, and voluntary staff benefits scheme.