



Job Description



Job Title: Regional Manager

Location: Warwickshire, with regional responsibility across The Midlands and UK-wide support

Hours: 37.5 hours per week, flexible Monday to Saturday

Responsible to: Chief Executive Officer

Key Working Relationships: Chief Executive Officer, Heads of Operations, Senior Management Team, Facilitators

Summary

We are seeking a dedicated and qualified individual to join our team as a Regional Manager. This role involves overseeing day-to-day operations at the hub and in the community, coordinating activities that support disabled and disadvantaged individuals. The successful candidate will also take on regional responsibilities, contributing to the development and sustainability of the charity.

Main Duties and Responsibilities

- Coordinate all activities and operations to ensure smooth functioning in the Warwickshire area and across regional sites in The Midlands.
- Work alongside the Head of Operations and their teams, ensuring consistency and quality across services.
- Lead on regional development initiatives, identifying opportunities for growth and innovation in service delivery.
- Support the charity's sustainability goals, including environmental, financial, and operational practices.
- Contribute to the strategic growth of the organisation, supporting new programme development, fundraising and partnership building.
- Provide direct support and guidance to individuals and their families, promoting a supportive and inclusive environment.
- Implement and manage animal-assisted learning programmes, alternative education provision (at both rural and urban settings), and direct community support services.
- Maintain compliance with safety regulations, national and organisational standards.
- Lead and manage a team, providing coaching, training, and support.
- Support HR processes regionally, including recruitment, staff wellbeing, and performance management.
- Work alongside Heads of Operations as required, ensuring continuity of leadership and decision-making.

- Cultivate positive relationships with stakeholders, including families, professionals, and community partners.
- Monitor and evaluate programme effectiveness, adapting delivery to meet evolving needs

Person Specification

Essential Criteria

- A recognised qualification at degree level or equivalent in one or more of the following: Teaching, Social Care, Project Management, Leadership, or a related field.
- Evidence of continued professional development relevant to the role.
- Safeguarding training (or willingness to complete upon appointment).
- Clean driving license with access to transport for regional and national travel.
- Proven experience in a management or leadership role within a relevant sector.
- Demonstrable experience of supporting disabled or disadvantaged individuals.
- Strong understanding of inclusive practice and person centred approaches.
- Experience in project management, including planning, delivery, and evaluation.
- Ability to lead and supervise teams across multiple locations.
- Excellent communication and interpersonal skills, with the ability to build trust and rapport.
- Experience in handling HR matters such as recruitment, performance management, and staff wellbeing.
- Ability to travel across regional and national sites as required.
- Strong organisational skills and ability to manage competing priorities.
- Proficiency in Microsoft 365 and other relevant software systems.

Desirable Criteria

- Experience in charity development, sustainability planning, or strategic growth.
- Familiarity with animal-assisted learning techniques and alternative education models.
- Knowledge of safeguarding practices and compliance requirements.
- Understanding of trauma-informed approaches and emotional intelligence in leadership.
- Experience in partnership development and stakeholder engagement.

Safeguarding Statement:

Circles Network is committed to safeguarding and promoting the welfare of children and potentially vulnerable people. As part of our safer recruitment process, the successful applicant will be required to undergo an enhanced DBS check and provide three satisfactory references prior to appointment.

Circles Network is a registered charity in England and Wales. (1043601) and Scotland (SC038068). A company limited by guarantee. Registered company in England and Wales (2972700) Registered Office: The Penthouse, Coventry Road, Cawston, Rugby, Warwickshire, CV23 9JP.

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