

Role Profile: Programme Coordinator Supported Internships



About you

You believe in supporting people to achieve their dreams and aspirations

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

What you will do

- Oversee the delivery of a Mencap education and employment programme to ensure the needs of people with a learning disability, employers and funders is met.
- Manage and coach a team to deliver the programme and meet targets around quality, data and finance. You will support the development and growth of the programme in your area.
- Develop positive relationships with employers, families and other stakeholders with the aim of ensuring successful outcomes for the people we support.

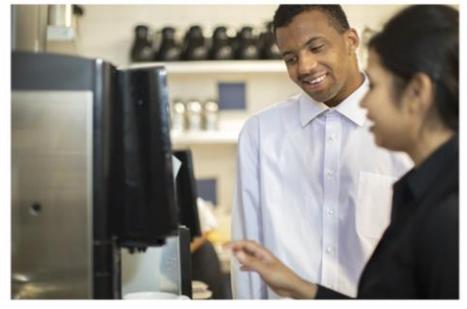
What you will bring

- A positive attitude and enthusiasm to support young people with SEN.
- Ability to manage different situations in a sensitive and timely manner.
- Strong communication, record keeping and organisational skills.
- Ability to build professional relationships with a variety of stakeholders.

Your experience

- Experience of delivering to programme contracts and balancing multiple priorities.
- Experience professionally or personally with learning disability.
- Experience of leading and coaching a team.
- A-C/9-4 English and maths GCSE or equivalent.

Role Profile: Programme Coordinator



More information about the role

- Our employability programmes are Ofsted regulated therefore the Programme Coordinator is required to have a good understanding of Ofsted and the Education Inspection Framework.
- The Programme Coordinator role will suit someone with an educational/teaching background who has experience of managing similar projects.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

- A rewarding and challenging role where you can make a positive impact on the lives of young people.
- Passionate and driven colleagues that work to Mencap's values.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699

Who you can expect to work with

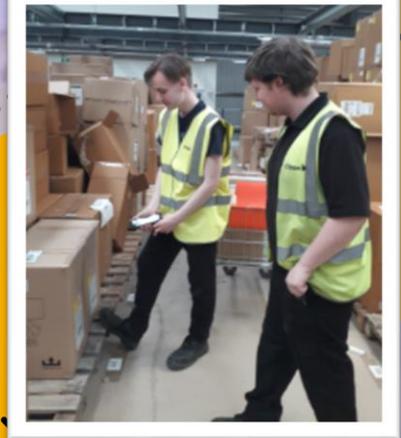
Learners
with SEN

Employment
team
colleagues

External
employers

Families and
carers

Local
communities
and services



Mencap's values and how they apply to this role

We are
Passionate
about making
the world a
better place

You will have a genuine passion for changing the lives of young people and supporting their transition into work.

We are
Inclusive
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.

We are
Brave
we challenge
and try new
things

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with challenges.

We are
Positive
in our work
and with each
other

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.

We are
Kind
to everyone

You will be kind, supportive and encouraging to everyone you interact with.