

Role Profile: Me Time Programme Coordinator



About you -

You believe in making your community a better place for people with a learning disability

mencap
Me Time

What you will do;

- Ensure people can be part of and make important contributions to their local communities.
- Be aspirational, flexible, and work with others to support people to progress in ways they want to, both within Me Time and outside of it.
- Identifying or creating local hubs and places for community connections to form and thrive
- Oversee the delivery of Me Time programmes within a geographic area in its entirety. You will manage a team of colleagues that feel valued and empowered
- Lead on all aspects of delivery; including significant budget management, staff management, risk management, reporting, safeguarding, quality and compliance, monitoring impact and Me Time developments
- Take responsibility for the planning and implementation of existing and new activity and be expected to demonstrate high levels of expertise, professionalism, and relationship management.
- Lead a team who are focussed on supporting people with a learning disability to live meaningful lives and be part of their community

What you will bring

- positive relationship/partnership with others e.g. people we support, families, carers, funders.
- Managing and developing colleagues.
- Show commitment, enthusiasm and a positive manner.
- Excellent Communication skills.
- Financial/Budget Management.
- Knowledge of the local community/area.

Your experience

- Delivering to programme contracts
- Community and Partnership Connector
- Good IT skills or happy to learn how to use IT and social media.
- Experience of risk management and safeguarding.
- Building positive relationships & partnerships
- Managing and developing colleagues

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More information about the role

- The role is based in Denton, Tameside, you will lead a team of colleagues who directly support those accessing the Me Time.
- Take responsibility for the planning and implementation of existing and new community networks.
- Learning and reflection is at the centre of the work, and you will use this to inform the quality of the service delivery.
- You will work with the Me Time Programme Manager and a team of other Me Time Programme Coordinators across the country to develop the strategy for Me Time and to support development and growth.
- The Me Time model is person centred and focused on improving quality of life for the people being supported, as well as providing pathways to other opportunities, for example volunteering and employment.
- work in partnership with the community to maximise the opportunities for people we support and make the community the best place to live.

What we will offer you:

- Job Satisfaction
- A chance to change lives
- 24 days annual leave per year (Apr-Mar), plus all UK Bank Holiday
- Lots of other benefits

How to apply

If you are interested, please apply with an up to date CV.

If you would like to know more about this role please call the recruitment team on 01733 246699



Who you can expect to work with

People who live and work in the community

People with a learning disability and their families

Other Mencap Me Time Teams

Community groups and organisations

Colleagues from Mencap



Mencap's values and how they apply to this role

We are
Passionate
about making
the world a
better place

You believe in about helping the community to be better place for people with a learning disability.

We are
Inclusive
of everyone

You will be inclusive by working with different people and listening clearly to everyone.

We are
Brave
we challenge
and try new
things

You will be brave to meet new people and support their ideas.

We are
Positive
in our work
and with each
other

You will be positive in how you work with other people and about their ideas.

We are
Kind
to everyone

You will be kind to everyone you work with.