

# Role Profile: Supported Internship Administrator

mencap



## What you will do

- The Supported Internship Administrator will provide comprehensive administrative support to the Programme Coordinator for the Mencap Supported Internship Programme.
- You will provide direct office and operational support and be responsible for coordinating administration for the team including but not limited to; processing application and claims paper work, inputting data on central databases (including finance data and use of learner management system), ordering stationary and office supplies, processing timesheets, keeping up to date information on training and compliance for the team, processing invoices and keeping up to date and accurate data for reporting purposes.
- The role is office based however travel may be required as and when needed for supporting team members at external meetings.

## 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 bring

Ability to develop and maintain effective working relationships at all levels within and outside of the organization.

Strong organisation and communication skills

Ability to summarise and communicate complex information to a broad range of audiences.

Ability to manage a workload to meet deadlines and targets

An understanding and awareness of GDPR

## Your experience

Experience in administration in an education setting

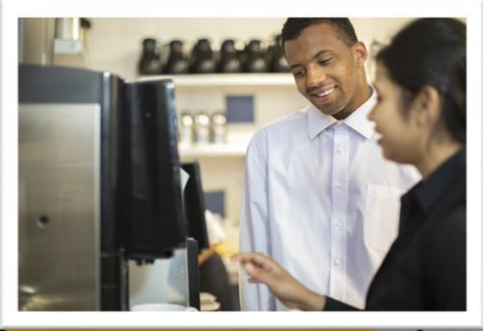
Using Outlook to support with diary management

Experience of multitasking while working to tight deadlines

Use of IT systems and tools to provide admin support

Knowledge of, or demonstratable willingness to learn about they key issues relating to people with a learning disability.

# Role Profile: Supported Internship Administrator



## More information about the role

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need.

The role is required to support teams to be compliant with all aspects of the programme including financial claims, learner records and element 3 contracts. The role will need to be proactive and work closely with the Programme Coordinator to identify and resolve any discrepancies or gaps in data.

More information about the programme can be found here: -

<https://www.mencap.org.uk/advice-and-support/education-skills-and-work/supported-internships>

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

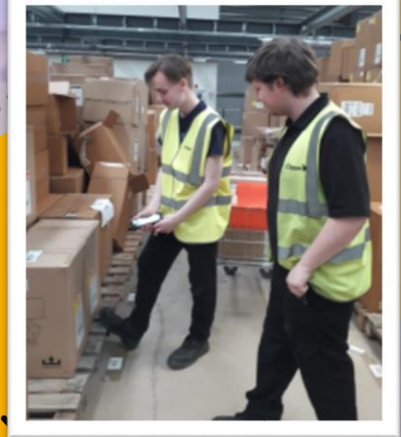
Programme  
Co-  
ordinator

Employment  
team  
colleagues

Local  
Authority  
and DWP

Learners with  
SEN

Parents,  
carers and  
other  
stakeholders



## 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

We are  
**Brave**  
we challenge  
and try new  
things

You will be brave when faced with challenges

We are  
**Positive**  
in our work  
and with each  
other

You will positively approach your work

We are  
**Kind**  
to everyone

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