



What you will do

- Ensure that all Supported Interns have access to high quality, suitable work experience and paid work opportunities.
- Develop and maintain strong partnerships with multiple employers across a range of sectors, have regular liaison with the Employer Relationship Manager and filter through national opportunities to the teams. Represent the teams at national Employer Engagement meetings.
- Work closely with delivery team colleagues, Tutor and Careers Leader to develop an understanding of each individual learner and their career aspirations, identifying roles and sectors for each learner.
- Manage & coordinate a team of Job coaches, ensuring high quality, appropriate support
- Maintain up to date information about each learner's placement and track progress towards paid job opportunities.
- Capture data and information required for Ofsted as required.
- Act as an ambassador for Mencap and represent the organisation professionally at all times.
- Deliver learning disability awareness sessions to employers.

About you

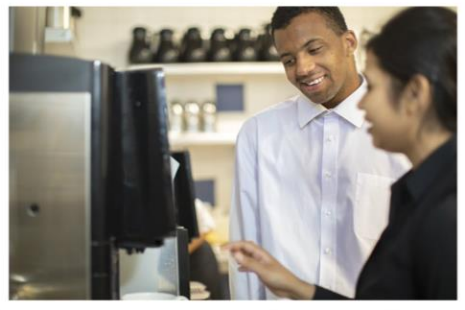
Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

What you will bring

- Employer engagement expertise
- Ability to market to different audiences in a variety of formats
- Ability to work on your own and as part of a team
- An understanding of employment and education programmes
- Ability to collaborate, encourage and drive success within teams
- Able to plan and manage own workload

Your knowledge & experience (essential & desirable)

- In depth knowledge and experience of engaging with employers (E)
- Track record of securing paid work outcomes and delivering against targets (E)
- Effective record keeping and reporting (E)
- Experience of supported employment (D)
- Working with people with a learning disability (E)



More information about the role

The role sits in Mencap's Supported Internship team. A Supported Internship is a study programme. It is regulated by Ofsted and requires learners to complete over 400 hours of work experience that will ideally lead to paid job outcomes at the end of the programme. This role is crucial to the success of the programme as the primary measure of success will be the job outcomes achieved through the programme. The need for high quality, suitable placements is vital.

The EEO will need to be creating opportunities through promotion of the programme and people we support to employers. The EEO will present a compelling rationale to each employer based on research of their business and using Mencap's business case. They will deliver Learning Disability Awareness sessions with a co-trainer and ensure the employer has a good experience of working with Mencap. Keeping employer information up to date on the management information system will be a key requirement of the role.

Skills & Abilities

(essential)

- Professional conduct and relationships (E)
- Effective communicator (E)
- Problem solving skills (E)
- Excellent team working skills (E)
- Good ICT skills (E)

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

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.

Who you can expect to work with

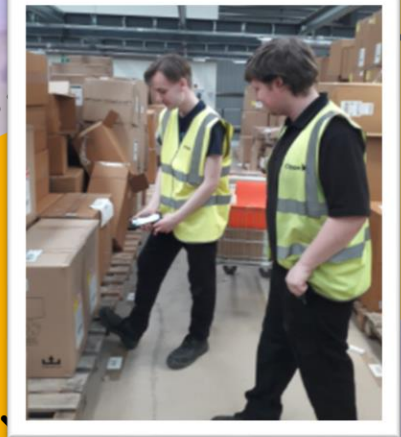
Learners
with SEN

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.