



Talent Acquisition Specialist

(Communities and Enabling)

About the Team and the Role

In this role, you will be part of a team responsible for leading recruitment across all Communities and Enabling roles within the organisation. This will include high-volume education, employment and retail vacancies, as well as specialist and niche roles, including positions exclusively for people with a learning disability.

You will develop strong, collaborative relationships with Hiring Managers, Senior Leaders and People Partners to attract and recruit high-quality talent, while promoting best practice throughout the recruitment process. You will also coach and support Hiring Managers to ensure every campaign is fair, equitable and inclusive.

Working end-to-end, you will manage recruitment campaigns from initial briefing through to appointment, supported by a Resourcer, ensuring a positive and engaging candidate experience before candidates join Mencap.

We are seeking someone who can communicate confidently and clearly with people at all levels, and who can adapt their approach to recruitment campaigns to meet the evolving needs of the organisation.

What you will bring to the role (Essentials)

- Excellent communication and time management skills, with the ability to effectively manage your own workload and meet agreed deadlines.
- Being resilient and adaptable, with the ability to think outside the box and adjust recruitment strategies for different roles.
- Confident in sourcing and attracting candidates using a range of methods, including CV databases and LinkedIn. As well as using platforms to build talent pools.
- Willingness to facilitate and champion change.
- Experience of using an Applicant Tracking System (ATS) to accurately record information, support candidate onboarding and ensure full compliance.
- Ability to work with Hiring Managers to incorporate all selection metrics into the recruitment process.
- Act as a subject matter expert, using data and insights to inform decision-making.
- Proven experience as a Recruiter or Talent Acquisition Specialist, gained in either an in-house or agency environment.

Please note: This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



“This isn’t just a job – it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”



We are **passionate**
about making the
world a better place



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



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



We are **kind**
to everyone



We are **inclusive**
of everyone

Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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