



Supported Internship Administrator

About the Team and the Role

The Supported Internships Administrator is central to delivering our Supported Internship programme. The role is integral in supporting local teams with regulatory compliance, finance and keeping information up to date. The role will provide essential administrative and operational support, enabling the programme to run efficiently and effectively. They will have strong organisational skills, attention to detail and the ability to work collaboratively with various stakeholders.

The role involves oversight and responsibility of administrative tasks for Access to Work claims and the use of learner management systems to capture accurate data. This includes database upkeep, form processing, debt monitoring and liaising with local authorities. The postholder ensures compliance, manages deadlines and handles various administrative duties in a busy environment. The postholder will also have the responsibility of general administrative functions such as printing, scanning and archiving documents, coordinating meetings, processing invoices and corresponding with various stakeholders under the direction of the Programme Coordinator.

What you will bring to the role (Essentials)

- A positive attitude and enthusiasm to support young people with SEND
- Strong communication, record keeping and organisational skills

- An ability to take initiative and independently manage certain tasks of projects
- Experience in providing administration support within an educational setting
- Experience in using Office 365 and other IT systems
- Experience of working to tight deadlines

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.”

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.



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



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



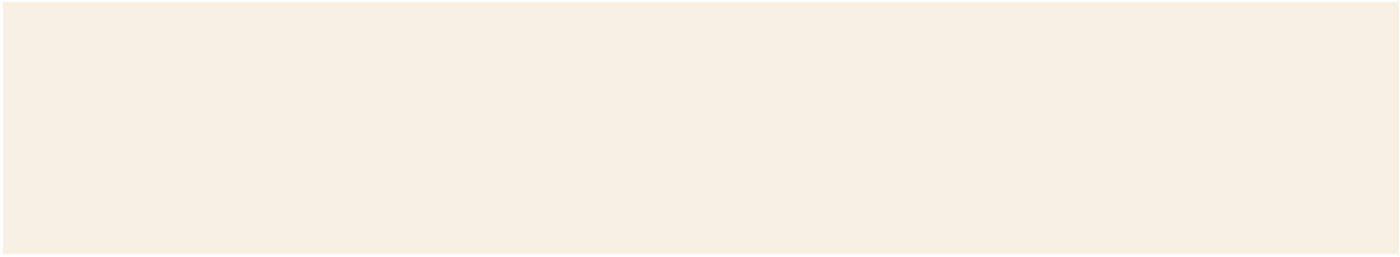
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