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| **Pay and Benefits Coordinator** |
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| **About the Team and the Role**   * This role provides support to the organisation’s pay and benefits activities * The role holder will carry out salary job evaluations and oversee pay changes and uplifts in line with the organisation’s pay policies and frameworks * They will administer all voluntary benefits making sure these are well publicised and promoted for colleagues providing reports on usage as required * They will conduct external benchmarking and provide analysis of the market so our pay is competitive and our benefit offer is inclusive, comprehensive and cost effective * The role holder will work closely with the people and finance teams and representative groups of colleagues across the organisation as well as being the point of contact for the benefit suppliers * They will need to ensure that all our pay processes are carried out in a timely, efficient way with complete accuracy * In addition, deliver a range of voluntary benefits that our colleagues know about, with a high level of take up * The role holder will be responsible for ensuring there is active colleague involvement and engagement in delivering pay and benefits and that our external suppliers are regularly reviewed in time for contract renewal |

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| A group of pink circles on a black background  AI-generated content may be incorrect.**What you will bring to the role (Essentials)**   * Excellent administrative and organisational skills with the ability to apply these to pay and benefit activities and processes ensuring complete accuracy * Experience of interpreting data and be able to present it in a meaningful way * Be comfortable to understand policies and procedures and take responsibility to make sure these are consistently applied * Adaptable to change and able to work flexibly to meet the needs of the organisation and our colleagues * Be able to work in a collaborative way, maintaining strong relationships across Mencap, engaging with a wide range of internal colleagues and external suppliers * Care about doing a great job and exceeding expectations with the quality of what you do and gathering feedback from those you work with to improve their experience * Comfortable with using systems and tools and in particular the Microsoft Office 365 suite   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. |

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| **A person and person posing for a picture  AI-generated content may be incorrect.**  **“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.”** |

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| **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.* |