

# People Partnering Coordinator

## About the Team

The People Partnering Coordinator supports the effective delivery of People Partnering services by coordinating projects, planning activities, reporting, governance and administration. Working closely the Operational and Enabling Directorates, and with specialist services within the People Team, they act as a central point of coordination across the People Directorate, ensuring priorities, actions and people initiatives are organised, tracked and delivered efficiently.

## About the Role

The People Partnering Coordinator ensure strategic priorities are translated into practical, coordinated action plans by:

- Building positive working relationships across directorates and specialist teams.
- helping to create and embed a clear process for managing the People Partnering shared mailbox, so queries are organised, tracked and responded to consistently
- Acting as a central point of coordination between People Partners and other People Directorate teams
- Coordinating the day-to-day workflow and operational rhythm of the People Partnering team
- Liaise with leaders, managers and colleagues to arrange meetings, workshops and engagement sessions.

- Gathering, collating and preparing reporting documentation to support analysis and decision making
- Supporting the delivery of organisational design, change and workforce planning and other People Partnering related projects
- Supporting analysis of trends and organisational data to inform recommendations
- Tracking actions, risks, dependencies and milestones arising from partnering activity.
- Coordinating consultation and engagement activities associated with people programmes
- Supporting post-implementation reviews and lessons learned activities
- Identify opportunities to improve efficiency, coordination and service delivery.

## What you will bring to the role (Essentials)

- Strong people project management experience, with the ability to plan, coordinate and deliver projects across an organisation. Able to manage timelines, risks, people affected or involved in the projects and dependencies to make sure work is delivered well and on time.
- Confident colleague engagement and change communication skills, with the ability to build trust, explain complex information clearly, listen to different views and support colleagues through change in an inclusive and accessible way.
- Understands how their work affects colleagues, people we support, and Mencap's wider goals, and helps others see how their work connects to team priorities.
- Acts in ways that build trust, strengthen team culture, and reflect Mencap's values.
- Plans, prioritises and follows through on commitments so the right things are done on time and to a good standard.
- Spots issues early and works with others to keep things moving and improve outcomes.

- Supports people to grow by giving regular feedback, coaching and encouragement, and creating opportunities to learn, share ideas and build confidence.
- Makes space for different views and experiences, removes barriers to inclusion, and uses information, feedback and data to make better decisions.

**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.*