

Area Administrator – Personal Support



About you

A passion for people and for ensuring an exceptional employee experience

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Need to insert a quote from an Area Administrator here – please share a quote you think we could use via the feedback form (link in consultation paper)

What you will do

- Support local recruitment and onboarding in line with Mencap procedures and current processes, liaising with hiring managers, candidates and the central recruitment team.
- Efficiently use IT systems and provide coaching and support to colleagues where required.
- Prepare and format letters, presentations and reports as requested.
- Co-ordinate meetings and events which may include organising venues, liaising with attendees, hotel and travel arrangements.
- Take accurate notes of meetings, for example discipline or grievance hearings, area meetings.
- Co-ordinate the distribution of information and survey requests on behalf of the local operational team.
- Ensure all filing systems not yet digitalised, are stored, archived and destroyed in line with the Data Protection Act and contractual requirements.
- Liaise with the management on call administrator to ensure effective on call rota management.
- Support operational teams with office administration, office management, procurement, contractual and regulatory compliance, keeping up to date with policies, procedures and internal communication.
- Provide coaching and support as required to colleagues and volunteers working within the office.
- Support operational teams with finance activities in line with Mencap procedures and finance frameworks.



About you

A passion for empowering your team and bringing your whole self to work

What you will bring

- A commitment to improving the lives of people with a learning disability.
- A strong team ethic, with the ability to work on your own initiative when needed.
- Integrity and professionalism.
- Highly effective communication skills.
- IT knowledge and skills in Office 365 applications.
- A commitment to personal development, embracing new ways of working and actively engage in wider Mencap activities.
- An ability to challenge working practices which duplicate tools, resources and information already available through Mencap IT systems.

Your experience

- You will have worked in an administrative support role or a role with transferrable skills
- You will be confident using a range of IT systems, including Office 365
- Previous experience of working with people with a learning disability is desirable but not essential
- Experience of working alongside a geographically dispersed team is desirable but not essential

If you are a dynamic, enthusiastic, brilliant people person - we'd encourage you to apply!

“The right attitude and living our values is really important. You need be willing to learn, grow and change for yourself and for Mencap's future.” Dean

Who you can expect to work with

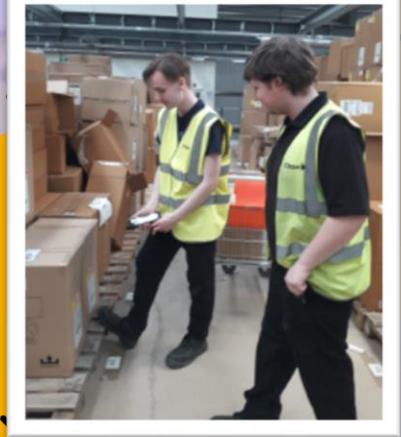
Colleagues from across the organisation

Regional and local operational managers, teams and volunteers

External contacts and potential colleagues

Line manager and other administrative colleagues

Colleagues from other Directorates who support your work



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 supporting an operational team to work effectively.

We are **Inclusive** of everyone

You will demonstrate an inclusive approach to recruitment.

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

You will bravely challenge working practices that do not fit within your role.

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

You will have a positive approach to your role and how you fit into the wider organisation.

We are **Kind** to everyone

You will be kind, supportive and encouraging to everyone you interact with.