

Programme Coordinator

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.



What will you do

The Programme Coordinator will oversee the delivery of Mencap's education and employment programme to ensure the needs of people with a learning disability, employers and funders is met.

The Programme Coordinator will manage and coach a team to deliver the programme and meet targets around quality, data and finance. You will support the development and growth of the programme in your area. The role will develop positive relationships with employers, families and other stakeholders with the aim of ensuring successful outcomes for the people we support.

What will you bring

- A positive attitude and enthusiasm to support young people with SEND
- An ability to manage different situations in a sensitive and timely manner
- Strong communication, record keeping and organisational skills
- An ability to build professional relationships with a variety of stakeholders

Your experience and skills

- Experience of delivering to programme contracts and balancing multiple priorities
- Experience professionally or personally with learning disability
- Experience of leading and coaching a team
- Effective record keeping and reporting
- A-C/9-4 English and maths GCSE of equivalent

More information about this role

Our employability programmes are Ofsted regulated therefore the Programme Coordinator is required to have a good understanding of Ofsted and the Education Inspection Framework.

What will Mencap give you

- 24 days annual leave plus bank holidays (pro-rata for part-time) + a variety of benefits including pension and holiday buying options.
- Ongoing training and development opportunities to enhance your skills.
- A supportive and inclusive work environment where your contributions are valued.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant to this position

If you require any further information please contact our Recruitment team on 01733 246699

Mencap's values and how they apply to this role



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

You will have a genuine passion for changing the lives of young people and supporting their transition into work.



We are **inclusive**
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.



We are **kind**
to everyone

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with new challenges.



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

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.



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

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