

# Supported Internships Administrator

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 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.

## What will you bring

- 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

## Your experience and skills

- Experience in providing administration support within an educational setting
- Experience in using Office 365 and other IT systems
- Experience of working to tight deadlines

## More information about this role

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 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.