

# Role Profile: Project Officer



## About you

A passion for supporting people to be the best they can and fulfill their true potential

## What you will do

- You will be the supporter for 2 Project Officers who will have a Learning Disability
- You will knowledgeable about Co-Production and support the 2 Project Officers to work this way.
- You will support the Project Officers to attend engagements and events
- You will work with colleagues to feed learning and stories into our influencing work.
- Support and Influence adults with a learning to explore and play an active part in their community.
- Support local decision makers to understand Co-Production
- You will work closely with the Community Partners

## What you will bring

- A commitment to improving the lives of people with a learning disability
- Be a team player
- Be an agent for change
- Great communication and relationship building skills
- A brilliant planner, supporter and recorder
- Innovative ideas and solutions
- Ability to support people proactively to develop their skills
- Ability to work using your own initiative and make sound judgements

## Your experience

- Experience of working with people with a learning disability
- Experience using a range of methods to successfully engage and develop people

## Who you can expect to work with

People with  
a learning  
disability

Cymru  
Leadership  
Team

Family/  
Carers

Colleagues in  
other areas  
of Mencap  
Cymru

External  
Stakeholders

## Mencap's values and how they apply to this role

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

You will be passionate about how you can support your team and the communities you work in to campaign for the change they want to see, reflecting always how you can learn and improve

We are  
**Inclusive**  
of everyone

You will be inclusive by making sure that you engage with the whole community. You will work to make sure all voices are heard and different views listened to

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

You will be brave by encouraging people to have big ideas about what would make their community the best place for all people to live and you will work to test things out and learn from mistakes

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

You will be positive in how you work with your team and the community. You will seek out and share new ideas and you will be an active member of the team taking part in honest and open conversations about what could be better

We are  
**Kind**  
to everyone

You will be kind and considerate in all of your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work.