



Employer Engagement Officer

About the Team and the Role

The Employer Engagement Officer (EEO) is a key role within the Mencap Training Academy's supported Internship and Study Programmes. The programmes are Ofsted--regulated, with success measured primarily by job outcomes, making the EEO role crucial to programme impact.

What you'll do:

- Source and secure high-quality, work placements and paid job opportunities for learners in your local area.
- Develop and maintain strong partnerships with multiple employers across a range of sectors.
- Work closely with the Senior Skills Coach in your local team, to develop an understanding of each learner and their career aspirations, track progress and ensure placements lead to paid jobs.
- Act as an ambassador for Mencap and always represents the organisation professionally.
- The role is part of a national network guided by the National Employer Relationship Manager, ensuring consistent quality across the country. You will collaborate with this network and share good practice
- Present a compelling rationale to each employer based on research of their business and using Mencap's business case.

- Deliver Learning Disability Awareness sessions with a co-trainer and ensure the employer has a good experience of working with Mencap.
- Keep employer information up to date on the management information systems

What you will bring to the role (Essentials)

- A positive attitude and enthusiasm to support young people with SEND
- Employer engagement expertise with an ability to market to different audiences using different formats
- An ability to work independently as well as part of a team
- An understanding of employment and education programmes
- An ability to plan and manage your own workload
- An ability to build professional relationships with a variety of stakeholders
- A track record of securing paid work outcomes and delivering against targets
- Strong communication, record keeping and organisational skills
- Experience of working with people with a learning disability
- An excellent team player with strong problem-solving skills
- Good ICT skills

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.



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



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



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



We are **kind**
to everyone



We are **inclusive**
of everyone



“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.



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