

Role Profile

Mencap is a Sport England system partner and our vision is for people with a learning disability and the communities in which they live, to be more physically active, happy and healthy.



What will you do

- Support with tasks related to Our Active Community such as researching, creating documents, updating databases and compiling newsletters.
- Help organise conferences, webinars and forums to share ideas and experiences.
- Manage our online platforms, creating inclusive resources and toolkits.
- Coordinate bookings and logistics for our Learning Disability and Sport workshop.
- Lead our communications by creating and sharing content across different channels.
- Help with monitoring and reporting, including analysing data and writing case studies.
- Respond to general enquiries via our sports inbox.

What you will bring

- A passion for promoting health and wellbeing through physical activity.
- A flexible, can-do attitude with a willingness to take on tasks and responsibilities to best support the team.
- Strong organisation and time management.
- Excellent communication and interpersonal skills.
- The ability to work independently and as part of a remote team.
- Confident using Microsoft Office and online meeting tools.
- Willingness to travel to support our work in communities across England.

Your experience/knowledge

- Experience of supporting projects in community, health, sport, or disability settings.
- Experience of multi-tasking and balancing priorities.
- Experience of coordinating work across a dispersed team.
- Experience and/or knowledge of maintaining information on online platforms.
- Knowledge of learning disability or the willingness to learn.
- Knowledge of the challenges people with a learning disability face in accessing physical activity.

More information about this role

We are looking for a Programme Support Coordinator to support activity related to our national programme that encourages people with a learning disability to be more physically active. You will work within the Active Communities team supporting the Programme Lead, Network Development Partner and 5 Community Partners with 2 projects; Our Active Community and Mencap Active Community.

The role will be home based, with travel to communities, events and workshops across England when needed.

What will Mencap give you

Our benefits package offers 32 days of paid holiday (including bank holidays, pro rata), along with a range of perks such as discounts at leading high-street retailers, access to health cash plans, interest-free loans, pension and many more exciting offerings.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for 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 **PASSIONATE** about making the world a better place

You will be passionate about the strengths of communities, working with the team to make them more inclusive and active places.



We are **INCLUSIVE** of everyone

You will work collaboratively with the team, be a positive role model and champion the inclusion of people with a learning disability.



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

You will encourage the team and communities to have big ideas, innovate and push boundaries to enable more opportunities for all people to be active.



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

You will be positive in your work, celebrate successes and share stories about how our work is making a difference.



We are **KIND** to everyone

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