

Role Profile:



What you will do

The Supported Internship 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. They 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.

About you

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

What you will bring

- A positive attitude and enthusiasm for supporting young people with SEN
- Strong communication, record-keeping and organisational skills
- Be able to take initiative and independently manage certain tasks or projects

Your experience

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

Role Profile:



More information about the 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.

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 Mencap give you

- A rewarding and challenging role where you can make a positive impact on the lives of young people
- Passionate and driven colleagues that work to Mencap's Values

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

Who you can expect to work with

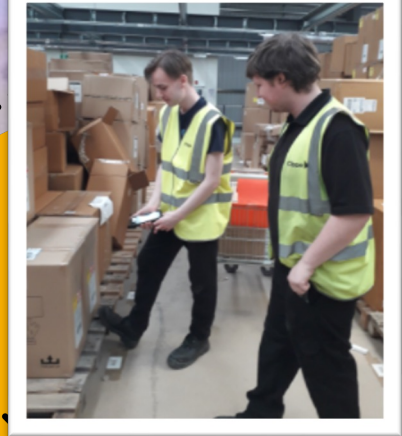
Learners with
SEN

Families and
Carers

Compliance
Team

Local
Authorities
and
Stakeholders

Skills Coaches
and Tutors



Mencap's values and how they apply to this role

We are
Passionate
about making
the world a
better place

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
Brave
we challenge
and try new
things

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

We are
Positive
in our work
and with each
other

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

We are
Kind
to everyone

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