



Programme Coordinator

About the Team and the Role

The Programme Coordinator will oversee the delivery of Mencap's education and employment programme to ensure the needs of people with a learning disability, employers and funders is met.

The Programme Coordinator will manage and coach a team to deliver the programme and meet targets around quality, data and finance. You will support the development and growth of the programme in your area. The role will develop positive relationships with employers, families and other stakeholders with the aim of ensuring successful outcomes for the people we support.

Our employability programmes are Ofsted regulated therefore the Programme Coordinator is required to have a good understanding of Ofsted and the Education Inspection Framework.

What you will bring to the role (Essentials)

- A positive attitude and enthusiasm to support young people with SEND
- An ability to manage different situations in a sensitive and timely manner
- Strong communication, record keeping and organisational skills
- An ability to build professional relationships with a variety of stakeholders

- Experience of delivering to programme contracts and balancing multiple priorities
- Experience professionally or personally with learning disability
- Experience of leading and coaching a team
- Effective record keeping and reporting
- A-C/9-4 English and maths GCSE of equivalent

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.



“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.



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



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