



Visa Compliance Coordinator

About the Resourcing Team and the Role

The resourcing team at Mencap is responsible for ensuring that Mencap recruits in a fair and inclusive manner. The resourcing team are also responsible for ensuring that Mencap is a responsible sponsoring employer and we support all colleagues with their specific visa requirements. In this role you will:

- Conduct Employment Checking Service (ECS) checks to verify right to work status in line with Home Office guidance.
- Ensure full compliance with policies and procedures, particularly around visa and immigration requirements.
- Respond promptly and professionally to general visa and resourcing enquiries from internal and external stakeholders.
- Handle non-complex immigration enquiries related to Mencap, escalating more complex cases as appropriate and sign posting.
- This role will work closely with the Visa Compliance Officer, ensuring we are delivering a supportive service to Mencap colleagues and managers.
- This role will be line managed by the Resourcing Manager.

What you will bring to the role (Essentials)

In the role of Visa Compliance Coordinator, the skills you will bring with you are:

- An excellent understanding of UK Right to Work legislation.
- A good understanding of the UK Sponsorship process, specifically with knowledge around the Skilled Worker Healthcare visa route.
- Effective communication skills which demonstrate your ability to balance being brave and kind.
- An understanding of HR Management Systems specifically Zellis My View.
- Values-driven mindset: A genuine commitment to inclusion, equity, and creating workplaces where everyone feels safe, supported, and empowered.
- Can demonstrate how you will be able to manage competing priorities.
- A proficient user of the Microsoft suite and Microsoft 365.

This list of responsibilities and essential criteria is not exhaustive. The role may evolve over time, and additional duties may be required in line with organisational needs.



“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.”



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

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. We provide ongoing training and support to ensure staff feel confident and equipped to maintain safe, respectful, and inclusive environments



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