

Employer Engagement Officer

About the Team and the Role

The Employer Engagement Officer (EEO) ensures that all supported interns have access to high quality, suitable work experience and paid work opportunities. The role develops and maintains strong partnerships with multiple employers across a range of sectors and regularly liaises with the Employer Relationship Manager to filter through national opportunities to the team. The EEO works closely with delivery team colleagues, Tutors and Careers Leaders to develop and understanding of each learner and their career aspirations, identifying roles and sectors for each learner.

The EEO manages a team of Skills Coaches, ensuring high quality appropriate support is provided to each learner. The role is required to keep work placement information up to date and track progress towards paid job opportunities. The EEO acts as an ambassador for Mencap and always represents the organisation professionally. The role will also deliver learning disability awareness sessions to employers.

The Supported Internship programmes is regulated by Ofsted and requires learners to complete a set number of work experience hours with the expectation that it will lead to a paid job outcome. The EEO role is crucial to the success of the programme as the primary measure of success will be the job outcomes achieved.

The EEO will need to be creating opportunities through promotion of the programme and people we support to employers. The EEO will present a compelling rationale to each employer based on

research of their business and using Mencap's business case. The role will deliver Learning Disability Awareness sessions with a co-trainer and ensure the employer has a good experience of working with Mencap. Keeping employer information up to date on the management information system will be a key requirement of this role.

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
- n depth knowledge and experience of engaging with employers
- A track record of securing paid work outcomes and delivering against targets
- Strong communication, record keeping and organisational skills
- Experience of supported employment
- 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.



“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.