



About you
Knowledge of
learning
disability
assessment
processes and
funding
streams

What you will do

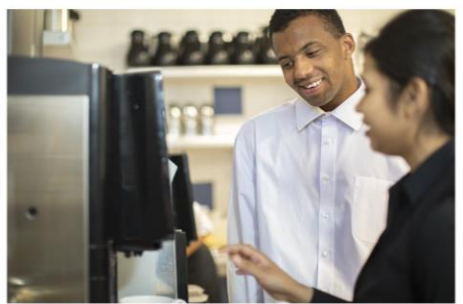
- Source and secure new packages of support for people with a learning disability.
- Be the main point of contact for all new referrals, and be responsible for responding to enquiries, referrals, and call-offs in line with KPIs.
- Conduct initial scoping/assessment/suitability assessment for each opportunity match.
- Improve the occupancy levels across all existing Personal Support services, and you will identify opportunities for new service developments.
- Provide effective project management of the development of new packages of support.
- Co-ordinate the assessment, design and costing of individual packages of support.
- Work closely with internal and external stakeholders.
- Promote Mencap by networking with social workers, care managers, brokers, and other stakeholders.
- Collect, collate, and analyse referrals and voids data. You will ensure the voids database and other relevant trackers are up-to-date and accurate.
- Produce and distribute marketing material (void brochures, compatibility information, rent levels, support model etc.) to external stakeholders.
- Where operational barriers are presented to filling voids, try to identify acceptable solutions to remove barriers and where a solution cannot be realised, raise with appropriate senior colleagues for support.

What you will bring

- Good project management skills
- Good organisational skills
- Attention to detail
- Excellent communication skills
- Ability to meet deadlines
- Ability to manage competing demands
- Driven to increase occupancy and develop new services

Your experience

- Knowledge of managing a referrals process
- Experience of developing new services
- Knowledge of local authority and ICB commissioning processes
- Good knowledge of services for people with a learning disability
- Knowledge of CQC regulations



More about the role

The role will report to the Director of Business Development but work closely with the wider Business Development Team, including the Bid Manager and Business Development Manager's

The post holder will be in regular contact with Service Managers and Area Operations Managers to track progress against all referrals received and ensure all assessments are completed in a timely manner

The post holder will promote voids with key social workers and commissioning teams to ensure they are aware of the vacancies in each region and the type of person we can support in each service

The post holder will monitor the timeline between a new referral being received through to occupation, to ensure KPIs are being met, and to evidence efficiencies on the process

Contribute to the organisation's thinking about new service developments and opportunities for future growth

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.

Benefits

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, 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

Who you can expect to work with

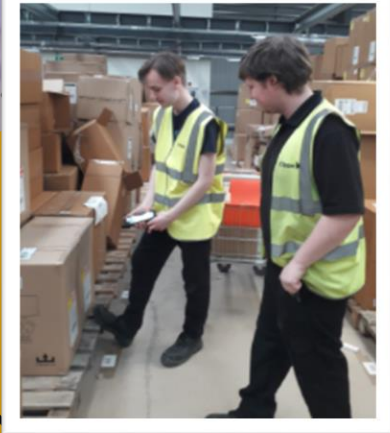
BD Team

Service
Managers

Operations
Team

Finance
Team

External
Social
workers



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 how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are
Inclusive
of everyone

You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to

We are
Brave
we challenge
and try new
things

You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes

We are
Positive
in our work
and with each
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are
Kind
to everyone

You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work