



Education Centre Manager

About the Team and the Role

The Education Centre Manager will lead the delivery of Mencap Training Academy's Supported Internship programme across a geographical area, ensuring the needs of learners, employers and funders are met.

- They will manage, coach and develop a high-performing team, embedding consistent ways of working aligned with Ofsted and DfE standards.
- The role will build strong relationships with employers, families and stakeholders to achieve positive paid employment outcomes for our learners.
- They will have overall responsibility for programme delivery within their site and area, including budget management, staff development, reporting, data analysis, safe working practices.
- They will act as Designated Safeguarding lead for their site and area.

What you will bring to the role (Essentials)

- **Strong understanding of Ofsted** and the Education Inspection Framework.
- **Strong leadership capabilities**, including managing, developing, coaching, and performance-managing staff while modelling professional conduct and positive relationships & culture

- **Effective communicator** with excellent record-keeping, reporting, and partnership-building skills, able to confidently handle complex situations.
- **Experienced in programme delivery**, including working to targets, managing risk, and applying sector knowledge to maintain high-quality standards.
- **Proficient in problem-solving and financial awareness**, with experience contributing to continuous improvement and quality processes.
- **Committed to understanding and championing learning disability**, demonstrating curiosity and role-modelling inclusive practice.
- **Good understanding of safeguarding** principles and risk management, ensuring the safety and wellbeing of all learners and staff

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.



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

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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