

Employer Engagement Officer

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.



What will you do

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.

What will you bring

- 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

Your experience and skills

- In 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

More information about this role

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 will Mencap give you

- 24 days annual leave plus bank holidays (pro-rata for part-time) + a variety of benefits including pension and holiday buying options.
- Ongoing training and development opportunities to enhance your skills.
- A supportive and inclusive work environment where your contributions are valued.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant to this position

If you require any further information please contact our Recruitment team on 01733 246699

Mencap's values and how they apply to this role



We are **brave**
we challenge and
try new things

You will have a genuine passion for changing the lives of young people and supporting their transition into work.



We are **inclusive**
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.



We are **kind**
to everyone

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with new challenges.



We are **passionate**
about making the
world a better place

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.



We are **positive**
in our work and
with each other

You will be kind, supportive and encouraging to everyone you interact with.