

# Role Profile: Senior Wills and Trusts Officer



## What you will do

- You will support the W&T manager on the delivery of the Wills and Trusts team programme of online seminars.
- You will work with the W&T manager to support the delivery of the Wills and Trusts strategy by project managing a range of improvements, managing them from start to finish and reporting on successes and learnings with a focus on engaging PS, and relationship building with solicitors.
- Manage, improve, and grow the supporter journeys for all Wills and Trusts service users, reporting on progress.
- Lead on an annual awareness campaign engaging staff across the organisation.

## About you

You are organised and patient, able to motivate and inspire your colleagues.

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## What you will bring

A confident and calm communicator, you are comfortable presenting complex information in a clear, engaging way to large groups, as well as having emotive, sensitive discussions in a one-to-one environment.

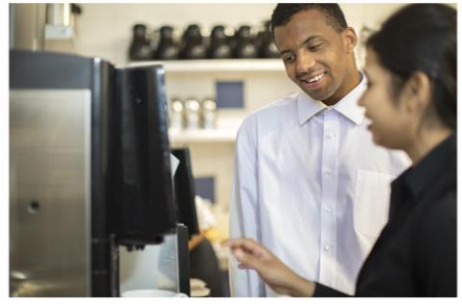
## Your knowledge & experience

(essential & desirable)

- Experience of public speaking in a clear and confident way - Essential
- Experience of project management - Essential
- Experience of improving and executing stewardship journeys - Desirable

# Role Profile:

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## More information about the role

- Supporting on delivery of up to 30 online seminars a year, including leading at least half of them, communicating the importance of Wills and Trusts and providing guidance with a passion, enthusiasm, and sensitivity.
- Supporting W&T Manager on compiling information for KPI reporting
- Support the W&T Manager and Senior Legacy Manager on developing strong relationships and ways of working with the Mencap Trust Company
- Lead on managing relationships with the recommended list of solicitors and project manage value exchange initiative.
- Work with the W&T Manager and Senior Legacy Manager on building a relationship with PS through the roll out of an engagement plan.

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.

## Skills & Abilities (Essential/Desirable)

- Excellent supporter care skills. - Essential
- Ability to build strong, positive working relationships with internal and external stakeholders - Desirable
- Ability to present emotive material in a clear, compassionate and sensitive way - Essential
- Positive, patient, can-do attitude - Essential

## How to apply

- Please apply with an up to date CV that demonstrates your skills and experience, a covering letter outlining your suitability for this role. And answer these two questions:
- Why do you want to work for Mencap?
- Why do you think the Wills and Trusts service is important to families and carers?
- If you require any further information please contact our Recruitment Team on 01733 246699.

# Who you can expect to work with

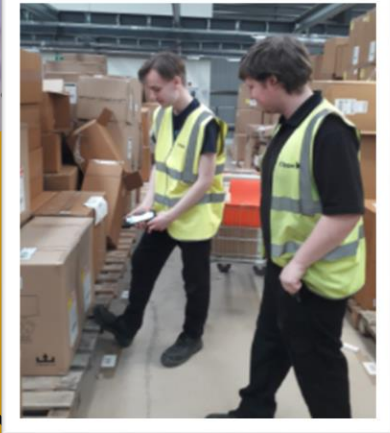
Colleagues  
with a  
learning  
disability

Families and  
carers

Solicitors  
and the  
Mencap  
Trust  
Company

Finance, L&D,  
and HR  
Business  
Partners

Fundraising  
teams



## 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