



### About you

You have a passion for volunteering and the role it plays in improving the lives of people with a learning disability

We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## Mencap Visiting Service Co-ordinator –(London, Hertfordshire, Bedfordshire, Berkshire & Buckinghamshire).



### What you will do

- Support the delivery of the Mencap Visiting Service across a designated geographical area.
- Promote MVS volunteering opportunities across a designated geographical area.
- Provide training and on-going support to Mencap visiting service volunteers
- Support matching visits between the beneficiaries and volunteers ensuring a success relationship can develop.
- Visit beneficiaries until a dedicated visitor is recruited
- Work as part of the volunteering team promoting volunteering and supporting to deliver Mencap's mission.

### What you will bring

- Excellent communication skills on the telephone, in writing and face to face (E)
- Excellent organisational skills and time management (E)
- A passion for volunteering (E)
- Self-sufficient and a team player (E)
- Full Driving licence with access to a vehicle (E)

### Your experience

- Directly Managing Volunteers (E)
- Promoting volunteering and recruiting volunteers (E)
- Working independently and as part of a busy team (E)
- Good IT and administration (E)
- Working with people with a learning disability (D)



## More information

You will support the delivery of the Mencap Visiting Service (MVS), a befriending service to adults with a learning disability in your region. You will provide direct support to volunteer visitors in your region and ensure the service is delivering positive outcomes for the people we visit. There will be regular travel required for this post and occasional overnight stays. You will be part of the Volunteering & Inclusion Team and report to the Volunteer Services & Quality Manager.

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 Mencap give you

- Competitive Annual Salary
- 24 days annual leave + all UK bank holidays
- Full support in the role and training
- Flexible working options

## How to apply

Please apply with an up-to-date CV that demonstrates your skills and experiences relevant for this position. For further information contact

[Catherine.johnson@mencap.org.uk](mailto:Catherine.johnson@mencap.org.uk)

# Who you can expect to work with

Service  
beneficiaries - adults  
with a  
learning  
disability

Volunteers

Colleagues  
from a  
range of  
Mencap  
teams

Care homes  
and  
supported  
living services

Volunteer &  
Inclusion  
Team



## 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 volunteer visitor can improve the lives of the people with a learning disability, providing a great experience for both the volunteer visitor and the beneficiary.

We are  
**Inclusive**  
of everyone

You will be inclusive by actively recruiting a diverse team of volunteer visitors, encouraging beneficiary feedback, making sure that 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 think of new ideas, new ways of working and will test things out and learn from mistakes

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

You will be positive when supporting both your volunteers and beneficiaries. You will encourage them to share their own ideas and have 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 behaviours that are not, so that people feel it is a safe place to volunteer and work.