



Learning Delivery Coordinator

About the Team and the Role

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 you will bring to the role (Essentials)

You are a highly organised and proactive individual with a passion for inclusion and equity.

You bring:

- Excellent interpersonal and communication skills to engage, influence, and build relationships across all levels, and be able to communicate in an accessible way.
- Organisational and proactive skills, with the ability to manage multiple priorities and adapt to changing needs.
- A genuine commitment to inclusion, equity, and creating workplaces where everyone feels safe, supported, and empowered.
- Confidence to take ownership of workstreams and work as part of a team.
- Confidence using Microsoft digital tools.
- A commitment to Mencap's values.

What will you do

You will work closely with the Learning Delivery Manager to support our cohort of Co-Trainer's with Lived Experience. You'll play a key part in supporting meaningful opportunities for people with lived experience to contribute to and shape the training offer at Mencap.

Team Support

- Provide day-to-day support for Co-Trainer's with a lived experience.
- Build strong, trusting relationships with Co-Trainer's with a lived experience, offering regular check-ins and well-being support.
- Support onboarding, shadowing, and development of new team members.
- Promote a culture of inclusion, belonging, learning, and collaboration.

Training Delivery and Preparation

- Facilitate team involvement of Co-Trainer's with a lived experience in training programmes across all Mencap regions.
- Work with the Practice Development Facilitators to ensure Co-Trainer's with a lived experience are rehearsed and supported before each session.

Planning and Support

- Manage flexible working schedules for team members based on availability and training delivery needs.
- Coordinate travel arrangements and ensure accessibility and reasonable adjustments are in place.
- Maintain accurate records of hours worked and activities delivered.

Administrative Responsibilities

- Maintain up-to-date records of team members, including availability, training attendance, annual leave and wellbeing check-ins.
- Ensure Co-Trainer's with a lived experience are compliant with mandatory training requirements.
- Support reporting and data collection for internal reporting, reviews and audits.
- Manage and support Co-Trainer's with a lived experience use of digital workplace tools.

Collaboration and Communication

- Act as the main point of contact between the team and other departments.
- Represent the team in meetings and contribute to organisational learning and improvement.
- Promote inclusive practices and Belonging, ensuring that the voices of people with lived experience are heard and respected



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

Your experience

- Experience working with or supporting people with a learning disability and autistic people.
- Experience coordinating or facilitating workloads within a team.
- Ability to support projects involving colleagues with a learning disability and autistic people.
- Experience in administrative tasks and reporting.

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.

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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