



Belonging People Coordinator

About the Team and the Role

The Belonging function helps Mencap create a workplace where colleagues feel safe, valued, heard and able to contribute at their best. We work across the organisation to turn Mencap's commitment to inclusion into practical action, meaningful engagement and visible change for colleagues and people with a learning disability.

The Belonging People Coordinator will support delivery of Mencap's strategic priorities, with a strong focus on communications and engagement, by:

- Coordinating and maintaining agreed Belonging projects and communications plans to meet deadlines and activity.
- Planning and maintaining a forward communications and engagement calendar so Belonging messages, campaigns, events and awareness moments are timely, coordinated and consistent.
- Drafting, editing and coordinating the publication of clear, simple and accessible content across agreed internal channels, translating complex or sensitive information into messages colleagues can understand and act on.
- Working closely with Internal Communications, People colleagues and subject matter experts to commission content, coordinate approvals and ensure messages are accurate, inclusive and aligned with wider organisational communications.

- Building relationships with Belonging Networks and Colleague Forum, directorates and colleagues, including people with a learning disability, to identify stories, gather insight and co-produce authentic content with appropriate consent and care.
- Coordinating Belonging Network and Colleague Forum meetings, including meeting invites, agendas, supporting materials, follow-up content and opportunities for colleagues to take part.
- Maintaining communications resources and administration, including content schedules, shared records, enquiries, mailing lists, digital assets and intranet or newsletter submissions.
- Monitoring reach, engagement and feedback across Belonging communications, reporting useful insights and recommending practical improvements to channels, content and timing.

What you will bring to the role (Essentials)

- Experience of coordinating communications, campaigns, projects or engagement activity, with the ability to manage multiple priorities, stakeholders and deadlines.
- Excellent written and verbal communication skills, including the ability to process complex information and write, edit and proofread clear, engaging and accessible content for different audiences.
- A practical understanding of internal communications channels and digital tools, with confidence using Microsoft 365 and an ability to learn content management, email or collaboration platforms.
- Strong organisation and attention to detail, with the initiative to maintain accurate schedules, records, content and follow-up actions while working with limited supervision.
- The ability to build positive working relationships with colleagues at different levels, seek out contributions and coordinate work constructively across teams.
- A genuine commitment to equity, inclusion and Mencap's purpose, with the judgement and empathy to communicate respectfully about identity, disability, wellbeing and other sensitive topics.
- A creative and improvement-focused approach, using feedback and engagement information to identify better ways to communicate and involve colleagues.



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

- Reliability and accountability for agreed work, communicating early about risks or competing priorities and contributing positively to an inclusive, supportive team culture.

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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