

About you  
A strong communicator and manager who can provide peace of mind to the families and carers who turn to us.

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 do

- Manage the Wills & Trusts service which provides vital support and guidance to parents and carers on planning for the future.
- Facilitate live online webinars featuring legal professionals to an audience of parents and carers.
- Grow the profile of the service to key internal groups including our personal services arm.
- Ensure the Wills & Trusts officer is providing excellent supporter service over the phone and email, including answering complex queries.
- Lead on the running of an annual face to face event for the service

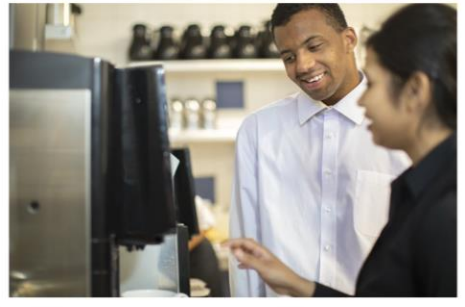
## What you will bring

- Ability to maintain and grown key relationships
- Confidence in communicating to both internal and external stakeholders
- Enthusiasm to learn about this area of law
- The drive to grow the service to reach as many beneficiaries as possible

## Your knowledge & experience

(essential & desirable)

- Experience of running seminars/webinars or public speaking – **Desirable**
- Experience of managing and growing a project or small business/business function - **Essential**
- Management and coaching experience to ensure the team can perform to the best of their abilities – **Essential**



## More information about the role

- This role includes the management of a team of two including one colleague who has a learning disability
- Continue to build on a collaborative relationship with the Mencap Trust Company (MTC) to grow referrals from the Wills and Trusts service to MTC
- Scope out opportunities to grow the offering of the service in a sustainable way and put forward plans that are followed through.
- Feed into marketing strategy for growing awareness of the service with a warm and cold audience.
- Flexible approach to home and office working, with two days per week in the London office. Mencap also offers flexible working hours.

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)

- Ability to ensure staff can perform their roles to the best of their abilities – **Essential**
- Skilled with managing multiple stakeholder groups – **Desirable**
- Excellent written and verbal communication skills - **Essential**
- Experience of KPI setting and budget monitoring - **Desirable**

## How to apply

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

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

# Who you can expect to work with

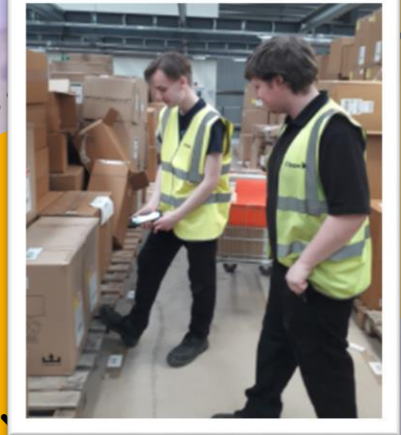
Colleagues with a learning disability

Fundraising Teams

Personal Services

Mencap Trust Company

Helpline and advice services



# 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