

EXCITED

About the future



Quick guide to completing a job description

For leader roles

Job title:	This needs a clear job title
Reports to:	The role of the person's line manager
Management of:	Who reports to them/who they manage, i.e. role or roles
Department or team:	Which part of Mencap the job sits within
Job family: (select one of the following)	• Direct Services (e.g. Personal Support, Lifestyles & Work) • External Relations (e.g. Income Generation, Communications, Communities & Programmes, Strategy & Influence) • Retail • Enabling teams (e.g. Finance, IT, Quality, People, CEO Office)
Location:	Where the post holder would be based
Role-specific requirements:	Such as on-call duty, staying away, weekend work

Purpose of the role

This is not a set of tasks, nor should it be what the person needs to have, or be, to do the role – that will be in the person specification.

Example – IT Operations Manager:

To manage the operations of the overall IT department delivering robust oversight of operations across IT.

This needs to be a brief statement describing why this role exists

This section should set out the key deliverables for the post and preferably be no more than 6-8 bullet points

Key responsibilities

Example – IT Operations Manager

- Manage 3rd party vendor and consultant contracts, liaising with other Mencap departments where necessary.
- Organise and lead the IT departmental meetings and Technical Design Authority meetings.

Leadership

Effective leadership is the key to the success of Mencap. We have developed a leadership approach that we call 'Our Leadership Way'. See separate document for detail.

Our leaders are able to demonstrate that they have the potential to excel within all elements of the Our Leadership Way framework. Our leaders demonstrate a genuine passion for Mencap and will represent our core values at all times. As a champion of Our Leadership Way you will apply our leadership code to all aspects of your daily working; committed to upholding professional standards within Mencap, you will approach all aspects of your role in an enthusiastic and positive manner. You will also be expected to:

- engage in our appraisal process and ensure all your team members participate fully in this, offering support where needed; and
- promote and engage with our talent programme ensuring high performers are offered specific support and opportunity to pursue their career development in Mencap as far as possible.

These 5 sections should appear on all job descriptions for leaders

They have already been included within the template

Our values

 INCLUSIVE We are Inclusive. People with a learning disability are at the heart of everything we do.	TRUSTWORTHY We are Trustworthy. When we promise something, we don't let people down.	 Caring We are Caring. We treat everyone with respect and kindness.	chALLENGING We are Challenging. When we see things that aren't fair we will campaign until we see real change.	POSITIVE We are Positive. We never stop believing in a better future and we celebrate what we are proud of now.
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You will role model our 5 values in all your work activities and also ensure your team displays the values in their every day work.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about. We expect leaders to have an interest in and desire to know more about learning disability and role model this with their teams.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

A person specification should only have the three sections shown below

Skills & abilities

Essential/Desirable

<Type here>

<E or D>

<Type here>

<Type here>

<Type here>

We expect leaders to have an interest in and desire to know more about learning disability and role model this to their teams

Standard statement to appear on all leaders' person specs

E

<Type here>

<Type here>

Knowledge and experience

Essential/Desirable

<Type here>

<E or D>

<Type here>

<Type here>

<Type here>

<Type here>

<Type here>

<Type here>

Qualifications

Essential/Desirable

<Type here>

<E or D>

Do you want to see an example?

Completed Service Manager and Support Worker job descriptions are available on the intranet