

Part-Time Office Administrator

- **Organisation:** Whalley Range Community Forum (WRCF)
- **Location:** JNR8 Youth & Community Centre, 82 Cromwell Avenue Whalley Range, Manchester M16 0BG
- **Pay:** £14.00/hr (£8,736/yr | FTE £25,480)
- **Hours:** 12 hours/week (flexible between 09:30–16:30)
- **Reporting to:** Board of Trustees / Community Development Worker

Whalley Range Community Forum is a local charity looking for a reliable, organised, and friendly Office Administrator to help run our busy community hub and support our small team.

Key Responsibilities:

- Welcome visitors, handle general enquiries, and manage room bookings.
- Assist Trustees with setting up Trustee meetings and bi-monthly public residents' meetings.
- Handle basic financial tasks, including cash handling and invoice processing.
- Provide general administrative and office support for events, projects, and local communications.

Requirements:

- Strong organisational and communication skills.
- Proficient with Microsoft Office and day-to-day office IT.
- Friendly, approachable, and comfortable working independently or as part of a small team.

How to Apply:

Please see the attached **Job Description/Person Specification** and **Application Form** for full details.

**Return your completed form by
5:00pm on Monday 7th September 2026**