

## Lifted Carers Centre (CN: 1184747)

info@liftedmcr.org.uk 07385568990

The Dandelion Community, Oatlands Road, Wythenshawe,  
M22 1AH



**Lifted are hiring -**

**Part-Time Administration Assistant (15 hours per week)**

**23,500k - 25,500k pro rata and based on experience**

**Fixed-Term: 6 Months temporary cover (May - October)**

We are looking for a compassionate, organised, and community-minded Administration Assistant to join our growing team. This role offers a meaningful opportunity to support families and contribute to work that makes a real difference in the carer community.

### **About the Role**

As a key member of our team, you will be one of the first points of contact for families accessing our services. You will manage our helpline with care and professionalism—booking appointments, responding to enquiries, and ensuring individuals are connected to the right support at the right time.

The role will be based across two community locations in South Manchester: The Dandelion Hub and Benchill Community Centre.

### **Key Responsibilities**

- Respond to helpline enquiries with empathy, professionalism, and discretion
- Book and coordinate appointments, ensuring sessions are well-utilised
- Maintain and update staff calendars to support smooth service delivery
- Provide administrative support, including accurate and sensitive note-taking
- Attend outreach and community events to raise awareness of our services
- Work collaboratively with colleagues to support families effectively

### **About You**

- You are approachable, empathetic, and confident engaging with people from diverse backgrounds
- You have strong organisational skills and attention to detail
- You are comfortable in a public-facing role and able to communicate clearly
- You have good ICT skills and can manage scheduling systems efficiently
- You are flexible, reliable, and committed to supporting community-focused work

## **Why Join Us?**

This role is ideal for someone who wants to be part of a supportive team and contribute to meaningful, grassroots charity work that directly impacts families and the wider community.

For further information or to express your interest, please email: "[emma@liftedmcr.org.uk](mailto:emma@liftedmcr.org.uk)"

Closing date - Wednesday 29th April