



Forum Central – Administration Officer

Forum Central is a network of health and care third sector organisations in Leeds delivered by the partnership of Leeds Older People’s Forum, PSI-Volition (the physical and sensory impairment and mental health forum) and Tenfold (the learning disabilities forum). You can find out more about us on our website, www.forumcentral.org.uk

We would like to recruit an Administration Officer to help our small, friendly staff team with the daily running of our office. You will have relevant skills and experience already to develop and improve office systems, and we will support you to develop these and provide training if needed.

This is a great opportunity to gain experience in a busy office and to work alongside a range of colleagues at the heart of the health and care third sector in Leeds.

Download the application pack and return completed applications to hello@forumcentral.org.uk. CVs will not be accepted.

Previous applicants welcome to apply

To find out more about the role and the team please contact Karen Pearce, PSI Volition Director at Forum Central on 0113 2421321 or karen.pearse@forumcentral.org.uk.

The closing date for applications is midnight on 25th March.

Interviews are likely to be held on either 12th or 16th April.

We look forward to hearing from you - best wishes and good luck!