

Administrator – Full-Time

Location: Red House Farm, Bridge Hewick, Ripon, HG4 5AY

Hours: 37.5 hours per week, Monday to Friday, 08:30 – 16:30 (occasional weekend working)

Salary: £23,809.50 – £26,890.50 per annum, dependent on experience

Closing Date: 2nd November 2025

Interviews: To be confirmed

Jennyruth Workshops is a small, local charity based just outside Ripon. We run a creative workshop where adults with learning disabilities design and make a wide range of handcrafted wooden gifts and products, which they sell at shows and events throughout the year.

As the charity expands following an internal restructure, we are now seeking a full-time Administrator to join our vibrant team. This role is central to keeping our operations running smoothly and supporting the CEO with day-to-day administrative tasks.

Key Skills & Requirements

We're looking for someone who:

- Has strong experience using Microsoft Office, especially Excel, Word, and Teams
- Can create and manage spreadsheets, draft professional documents, and communicate effectively across digital platforms
- Is highly organised, proactive, and able to manage a varied workload
- Communicates clearly and warmly, with sensitivity and empathy when working with adults who have learning disabilities, staff, and volunteers
- Maintains a positive, professional attitude and enjoys being part of a supportive team

Please visit our website www.jennyruth.co.uk for more information about the charity and details of how to apply.

Completed application forms should be sent to ceo@jennyruth.co.uk Please note – CVs will not be accepted.

We welcome visits from prospective applicants so they can get a real sense of who we are. Please do contact us on 01765606620 to arrange a convenient time.

Please note, interviews will include an element of practical assessment to assess proficiency in using Microsoft Office Suite with an emphasis on Excel, Word, and Teams.

The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service.