

Full-Time Office Admin role

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: £23,800 – £26,900 per annum, dependent on experience

Closing date for applications: Wednesday 14th January 2026

Following an internal promotion, an opportunity has arisen to join our office team. If you are organised, friendly, and want a job where no 2 days are the same, this might just be the role for you.

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

Key Skills & Requirements

- Experience using Microsoft Office, especially Excel, Word, and Teams.
- Experience with Sage, bookkeeping &/or accounting data entry would be an advantage
- Able to create and manage spreadsheets, draft professional documents, and communicate effectively across digital platforms
- Highly organised, proactive, and able to manage a varied workload
- Communicate clearly and warmly, with sensitivity and empathy when working with adults who have learning disabilities, staff, and volunteers
- Maintain 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, including the application form. Completed application forms should be sent to admin@jennyruth.co.uk Please note that 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 01765 606620 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.