



We are looking to recruit for the following vacancy:

Job Title:	Administrator
Location:	Office Based at Leeds, Head Office, LS13 1HP
Reports to:	Administration Manager / Senior Management Team
Salary (FTE):	Pay range of £24,784.50- £26,227.50 + pension contribution (pro rata for part time)
Hours of Work:	Full time 37.5 hours Working hours 8:30am to 4:30pm Monday to Friday (the role may include weekend working on request)
<i>While our ideal structure for this role is full-time across 5 days, we are open to considering part-time/job share arrangements (minimum 20 hours per week) for the right candidates.</i>	
Closing Date:	Friday 17th July 2026
<i>Closing date may be brought forward depending on the volume of applications, so we recommend applying as soon as possible.</i>	
Interview Date:	Wednesday 5 th and Thursday 6 th August

We are looking for a committed, highly organised administrator to join our Leeds team on a permanent basis. You will play an important part in helping disabled people, older people and people with long-term conditions access advice, assessments and services that support independence.

This is a busy and varied role, combining telephone enquiries, appointment administration, accurate data entry and general office tasks. You will need to remain calm, organised and accurate when workloads change or increase.

William Merritt Disabled Living Centre is a registered charity based in Rodley, Leeds, supporting people across Yorkshire and beyond. We have grown significantly over the last decade and now employ around 40 staff across a range of services and locations.

You will receive training across our administration services which include: reception, assessment booking, training & room hire, driving school support and shopmobility cover. As we grow, we are looking for someone who can help us improve, document and embed clear administrative procedures for the future.

You will join a busy, friendly and supportive office where service users are our priority. We are looking for someone who communicates with warmth, patience and respect, while supporting people's independence and treating every person as an individual.

You will need a confident telephone manner, strong IT skills, accurate data entry and the ability to handle enquiries from clients, carers, suppliers and healthcare professionals in a patient, competent and professional way.

Experience of Microsoft Outlook, Word and Excel is essential; knowledge of CRM databases is also expected.



This role may suit an experienced administrator, recent graduate or early-career applicant who can clearly demonstrate the required skills, attitude and commitment.

We are particularly interested in applicants who want to develop their career with us and contribute to a growing charity.

To be shortlisted, applicants must be able to demonstrate:

- A confident and professional telephone manner; with excellent questioning and listening skills.
- Accurate data entry and careful attention to detail;
- Sound IT skills, including Microsoft Outlook, Word and Excel;
- The ability to stay calm, organised and accurate when workloads change or become busy;
- A respectful, patient and clear communication style.
- A genuine interest in the work of the William Merritt Centre and commitment to our values of being Open, Together, Friendly and Empathetic.

Please apply for this role by completing our application form, including a tailored supporting statement. You can download an application pack from our website at: <https://wmdlc.org/about/#join-us> or alternatively contact the Centre on recruitment@wmdlc.org.

Your supporting statement must give clear examples of how you meet the essential criteria, particularly telephone communication, accurate data entry, IT skills, organisation under pressure and communication with service users.

Generic applications, or statements that do not address the role requirements, will not be shortlisted.

As part of the application process, shortlisted applicants may be asked to complete a short administration task to help us assess accuracy, written communication, prioritisation and attention to detail.

Your application should be returned to: recruitment@wmdlc.org

If you would like more information about the role please contact **Hannah Davy**, Administration Manager on **0113 350 8989** or email recruitment@wmdlc.org