



We are looking to recruit for the following vacancy:

- Job Title:** Administrator – Fixed Term Contract to March 2027
- Location:** 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.
- Closing Date:** Midnight Friday 15th May 2026 (closing date may be brought forward depending on the applications received for the role)
- Interview Date:** Tuesday 19th and Wednesday 20th May

An opportunity has arisen for an enthusiastic and professional individual to join our team to provide day-to-day administrative support at our Leeds Office.

This position requires a proactive individual capable of multitasking and managing appointments and administration with a focus on telephone support and accurate data entry.

William Merritt Disabled Living Centre is a registered charity and Social Enterprise based in Rodley, Leeds, covering the Yorkshire Region.

The Centre enables people of all ages to maximise their life opportunities, supporting their independence, and providing access to mobility and daily living equipment through occupational therapy assessments.

The successful candidate will be provided training to enable them to provide support to all areas of our business - reception, assessments, training & room hire, driving school and shopmobility. The role is varied and we are looking for someone who can demonstrate flexibility in a busy environment.

The successful candidate will be joining a busy, friendly and supportive office where our clients and service users are always our priority. The successful candidate must have excellent customer service skills and show empathy and understanding to a wide range of individuals.

You will be experienced in handling enquiries from members of the public, carers, suppliers, and healthcare professionals in a patient, competent, and professional manner. You must have a strong understanding of IT programmes such as Microsoft Outlook, Word and Excel and demonstrate these skills, we also expect candidates to have knowledge of CRM databases.



Please apply for this role by providing a CV with a supporting statement. You can download an application pack from our website at: <https://wmdlc.org/about/#join-us> or alternatively contact the Centre on info@wmdlc.org.

The application pack includes a full job and person specification and therefore when completing the supporting statement, please ensure that you illustrate how you meet our requirements. Please note that generic CVs will be rejected without the supporting statement.

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

If you would like more information about the role please contact Hannah Davy, Administration Manager on 0113 350 8989 (Tuesday to Friday).