

Job Advert

Part Time Administrator, Remote



Location: Remote

Salary: £12,500 (50% FTE, £25,000 FT), negotiable dependent on experience

Hours: 17.5 hours per week (equates to 2.5 days per week)

About Us: We are the Community for Allied Health Professions Research (CAHPR.org.uk), we are a Community Interest Company and we deliver activities aimed at building research capacity and capability at local and national levels for all allied health professionals (AHPs), we support AHP researchers and raise the profile and impact of AHP research. We are health and care professionals with a passion for research, we are an organisation of mainly volunteers who support each other in our work. We are funded by the allied health professional bodies and we represent all the professions to enhance our profile and contribution to health research.

We are also committed to creating a diverse and inclusive workplace. CAHPR is an equal opportunities employer and welcomes applications from all qualified individuals, regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law. We believe that diversity drives innovation and success, and we strive to ensure every team member feels valued, respected, and empowered to thrive.

Role Overview:

We are seeking a dedicated and detail-oriented Administrator to join our organisation. In this role, you will play a vital part in supporting the smooth running of CAHPR. Your organisational skills and proactive attitude will contribute to the success of our operations. You will report to the Director and work with the Strategy Committee, Oversight committee chair, our hub network and research champions leads.

Responsibilities:

- Manage and maintain accurate records and databases (for example contact lists, invoices)
- Prepare and distribute information to our community using Bulletins, website news and X.
- Coordinate meetings, appointments, and schedules.
- Respond to email inquiries professionally and promptly.
- Liaise with the community and suppliers as needed.

- Provide general administrative support to ensure the office runs efficiently.
- Maintain the website and add news and information as necessary

Requirements:

- Proven experience in an administrative role.
- Excellent organisational and multitasking skills.
- Proficiency in Microsoft Office Suite (Excel, outlook, word, powerpoint, teams), WordPress and X (although training will be given for these).
- Strong communication and interpersonal skills.
- High attention to detail and accuracy.
- Ability to work independently and as part of a team.

Benefits:

Holiday entitlement: 22 days (pro rata 11 days) plus bank holidays

Non-contributory pension contribution: 8%

How to Apply:

If you're ready to bring your skills to a dynamic and supportive team, we'd love to hear from you. Please send your CV and cover letter to Professor Dawn Carnes – (Director CAHPR) at dawncarnes@cahpr.org.uk.

Please apply by: 11.5.25

Interviews will take place online on 19th May 2025

<https://cahpr.org.uk/we-are-recruiting-an-administrator/>



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