



<https://www.untappedpotentialltd.co.uk/job-listing/part-time-administrator/>

Part-Time Administrator

Description

Speed Of Sight is a Bolton-based charity dedicated to transforming lives by providing driving experiences for disabled adults and children across the UK. Working at the heart of the organisation, you'll support CEO Mike Newman (who is blind). Their work empowers individuals to experience something many never thought possible. This is a purpose-driven environment where every contribution makes a tangible difference, and where teamwork, compassion and impact are central to everything they do.

Skills

Ideal skills and qualities for this role are:

- **Gets Things Done**
- **Highly Organised**
- **Excellent Communicator**
- **Team Player**
- **Flexible / Adaptable**
- **Pro-Active**
- **Calm Under Pressure**
- **Self Starter**

Job Benefits

****THIS POSITION HAS NOW BEEN FILLED AND WE ARE NO LONGER ACCEPTING APPLICATIONS****

Hiring organization

Untapped Potential

Employment Type

Part Time

Job Location

Bolton