

Part Time Administrator

Location: Bolton

Salary: £13.20 per hour

Job Type: Part Time - Permanent - 22.5 hours per week (Weds to Friday)



Are you looking for an opportunity that's truly different?

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.

This role is more than just a part-time Admin Support role and offers a varied and hands-on opportunity that goes far beyond traditional administration. You'll play a key role in supporting day-to-day operations, managing office tasks, coordinating logistics and accompanying Mike to meetings, events and track days across the UK. You'll also provide guidance on Mike's physical surroundings, safe routes and amenities, including supporting Mike's guide dog and so from organising diaries and reading documents aloud, to helping set up events, supporting participants and assisting at trade shows, no two days will be the same.

To succeed in this role, you'll be highly organised, reliable and adaptable, with the ability to stay calm under pressure and take a proactive approach. You'll be a confident communicator who enjoys working as part of a small, friendly team, with strong digital skills including Microsoft Office. A full UK driving licence is essential, along with a willingness to travel and stay overnight when required. Most importantly, you will be supporting a CEO whose work changes lives so empathy, positivity and professionalism are essential.

Ideal skills and qualities for this role are:

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



If you would like to apply for this role, please send us your fully detailed application, quoting job ref. **UPR284** to Untapped Potential by email to applications@untappedpotentialltd.co.uk.

We have a selection day planned for 17th April 2026 so please keep this date clear.

