



Part-Time Administrator (20 hours per week)

Well for Life – Derby

Well for Life is Derbyshire's only dedicated HIV support charity. We provide safe, inclusive and confidential support to adults living with or affected by HIV through drop-ins, one-to-one support, wellbeing activities and outreach.

We are looking for a **Part-Time Administrator** to support the day-to-day running of our services and help ensure our small charity operates smoothly and effectively. The ideal candidate is someone who combines strong administration skills with warmth, empathy, confidence and the ability to work independently within a small charity environment.

About the role

This is a key role within a small, supportive team. You will provide administrative and operational support across our services, including:

- Managing enquiries, emails and phone calls
- Supporting drop-in sessions, groups and outreach activity
- Maintaining accurate records and databases
- Supporting volunteers and coordinating rotas
- Assisting with meetings, events and basic communications
- Working closely with the Charity Manager and Finance Clerk

You will play an important role in reducing pressure on delivery staff and ensuring people living with HIV receive timely, respectful and well-organised support.

About you

We're looking for someone who is:

- Organised, reliable and able to manage a varied workload
- Confident using IT systems (Word, Excel, email, databases)
- Comfortable handling confidential and sensitive information
- Friendly, non-judgemental and able to work with people from diverse backgrounds
- Committed to equality, inclusion and peer-led values

Experience in a charity, health or community setting is welcome, but not essential. Training will be provided.

What we offer

- A welcoming, peer-led working environment
- Supportive induction and ongoing training (including safeguarding and trauma-informed practice)
- The opportunity to contribute to life-changing support for people living with HIV across Derbyshire

Hours: 20 hours per week

Salary £14 per hour (£14,560 per annum based on 20 hours per week)

Contract: 3-year Fixed term, (subject to funding)

Location: Central Derby

Application process

To apply, please submit:

- A **maximum two-page application** outlining how your skills and experience meet the requirements of the role
- Your **CV**
- A **covering letter**

Please email your application to:

bally.johal@wfllderby.org

Closing date: 5pm on 24th July 2026

Interviews: To take place week commencing 27th July 2026

For an informal discussion or enquiries about the role, please contact the office on

 **01332 204020** and ask for **Bally Johal**.

Equal Opportunities Statement

Well for Life is committed to equality, diversity and inclusion. We welcome applications from all sections of the community and particularly encourage applications from people with lived experience of HIV, people from minoritised ethnic backgrounds, LGBTQ+ communities, disabled people and other underrepresented groups. All appointments will be made on merit.
