

Administrator

Are you an experienced and driven administrator ready to bring your organisational talents to a creative, purpose-driven team? This is a unique opportunity to play a pivotal role in ensuring our organisation runs smoothly as we support adults with learning disabilities in Cambridgeshire.

Our ideal candidate is tech-savvy, with strong literacy and computer skills, exceptional time management, and a knack for critical thinking. You are organized, detail-oriented, and capable of handling multiple tasks and relationships with ease. Adaptability and a positive outlook are key—especially when things don't go to plan.

In this role, you will:

- Provide vital administrative support to our CEO.
- Maintain organised, accessible files on SharePoint.
- Track and manage student information, making it easily available for colleagues of varying tech abilities.

This is a hands-on role in a lively, collaborative environment. You'll be ready to assist where needed and join in the fun, as Rowan offers a wonderfully supportive atmosphere.

About Rowan

Rowan is a vibrant, independent, registered charity providing an arts centre and forest school for adults with learning disabilities.

Since 1984 we have offered a safe, creative, and enriching environment where the arts are used as a tool to bring people together and tackle social exclusion. We develop the skills and potential of our students while improving their happiness, health and wellbeing. We also deliver much needed respite to families and carers.

Rowan provides a range of creative workshops in:

- Ceramics
- Woodwork
- Textiles/Sewing
- Print
- Mixed Media
- Music
- Drama
- Well-being

We are open Monday to Friday, 9am to 3pm, for 50 weeks a year. We arrange regular trips to theatres, museums and exhibitions to explore art and culture further. On Fridays we also run Rowan Rangers, our forest school which enables students to be creative and connect with nature.

Arts centre and forest school for adults with learning disabilities, based in Cambridge



/RowanCambridge



@RowanCambridge



@rowancambridge



Registered with
FUNDRAISING
REGULATOR

www.rowanhumberstone.org.uk

info@rowanhumberstone.org.uk

Registered Charity No. 1099555

Rowan Humberstone Ltd, 40 Humberstone Road, Cambridge, CB4 1JG | 01223 566027

We have a strong social enterprise ethos and accept large and small commissions from individuals and organisations. We also produce artworks and other items to sell online and at exhibitions and events.

We believe that people living with a disability should have the same choice, quality of life, opportunities, and aspirations as others and with your support we shall continue to make that possible.

The deadline for applications is 2 December 2024, Interviews 9 December 2024
To apply for this role your CV, with two references, and a covering letter will be needed.
Please send to HR@rowanhumberstone.co.uk.

Part-time hour: 22.5 -30 hours per week, days and time to be confirmed*

Job Types: Part-time

Workplace: Rowan Humberstone, 40 Humberstone Road, Cambridge CB41JG

Salary: £27,000 FTE pro-rated to hours agreed

*We are open to discussion about working hours and days

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