

Administrative Coordinator Leeds Parent Carer Forum (Leeds PCF) October 2026

Join Leeds PCF as our Administrative Coordinator

Leeds PCF is a group of committed volunteer parent carers. We connect with families of children with additional needs and make sure their voices are heard by senior decision-makers at Leeds City Council.

We are recruiting a home-based Administrative Coordinator for 10 flexible hours a week during term time. The role may particularly suit a parent or carer looking for work that fits around school hours and other commitments.

We are looking for an enthusiastic, organised and committed person who will help the Forum run smoothly. In return, Leeds PCF offers a flexible, supportive and enjoyable working environment, with the freedom to manage your workload and the support to feel confident, happy and valued in your role.

If you love getting things done, this could be the role for you. You will support the Leeds PCF team remotely with a range of administrative tasks, helping colleagues work more effectively. You will be self-motivated, organised and confident managing your own workload without close supervision.

You will handle initial enquiries, signpost people to the appropriate team member and keep membership records, spreadsheets and documents accurate and up to date. You will also provide day-to-day administrative support for the small but busy Leeds PCF team.

As you will work with parent carers, you will need to be sensitive to their needs and able to handle confidential information appropriately. Previous charity experience is not essential, but you must be highly organised, efficient and comfortable working remotely with a wide range of people.

No previous charity experience is necessary; Leeds PCF is looking for a strongly organised and efficient person who can work well remotely with a wide range of individuals.

This varied role will help Leeds PCF reach and support more families. For full details, please see the Job Pack.

To Apply

Applicants must send a completed SNAPS application form and equality and diversity monitoring form to Lucy Owen at lucy@snapsyorkshire.org by 5pm on Sunday 25th October 2026.