

Growing Well

<https://growingwell.co.uk/job/office-co-ordinator-west-cumbria-2/>

Officer Co-ordinator – West Cumbria

Description

Are you passionate about helping people improve their mental health through activity?

Do you have a strong attention to detail and an ability to effectively organise processes? Do you have knowledge of administration and facilities management?

If so, we'd love to hear from you. We are seeking an experienced individual for the role of office co-ordinator to support our site service with strong administration on our Growing Well West Cumbria site based at Egremont.

Responsibilities

The role of the Office Coordinator (Egremont) is to:

- Act as the first point of contact for all enquiries and visits to Growing Well (Egremont); signposting appropriately and offering prompt information, advice and guidance
- Ensure the smooth administrative running of Growing Well, taking responsibility for all administrative responsibilities at the Egremont site
- Assist the Volunteer (beneficiary) Support team through the coordination, delivery, recording and reporting of all site visits with potential new volunteers, and processing references
- Support the Financial Controller in the administration of commercial contracts and office cash
- Act as a community fundraising and local marketing ambassador for Growing Well's Egremont site, promoting visibility and awareness around our mission
- Ensure a safe, fully HSE compliant and tidy working environment for staff, beneficiaries and visitors
- Work as part of a multidisciplinary team to create a culture of respect, inclusion and security.

All staff are expected to:

- Be involved in all aspects of the Growing Well community
- Uphold the values of Growing Well, including those of honesty, inclusion, equality, participation, empowering individual agency
- Be an effective communicator and encourage openness
- Contribute to providing an environment that is physically and emotionally safe

Experience

Essential

- Office management (including admin, facilities management, IT and finance)
- Budget management and account reconciliation
- Experience of working towards audit requirements (H&S)

Desirable

Employment Type

Full-time

Role Type

Permanent position

Job Location

Growing Well West Cumbria, Beck Green Nurseries, Egremont, Cumbria CA22 2AP

Working Hours

Five days per week, Mon – Friday – 37.5 hours per week. Salary is dependent on experience.

Base Salary

£ 30,000 - £ 31,000

Date posted

September 14, 2026

Application Deadline

05.10.2026

- Fundraising
- Marketing
- Event Marketing
- Database management
- Stock control/management
- Health and Safety management
- Customer relationship management
- Transferable work or personal experience of working with people with mental health needs
- Xero (or equivalent financial management system)

Qualifications and Training Requirements

Desirable:

Qualifications in one (or more) of the following:

- NVQ 3 Business administration (or equivalent)
- Project management
- Computing and IT
- Public administration
- Health and Safety
- Microsoft Office Suite
- AAT Level 3 and above
- CIM qualification

Contacts

If you think you're the right person for this role, we'd like to hear from you.

Please email your current CV and covering letter to Lorri Millar, Head of Operations at Growing Well at lorri@growingwell.co.uk

Deadline for applications is Monday 5th October, 9am.

Interviews will take place from Monday 12th October.