

Business Operations Coordinator

Location: SIL Head Office, Leominster

Hours: 30 hours per week

Salary: £21,730.80 per annum

Contract Type: Permanent

About Us

Services for Independent Living (SIL) is a values-led charity with over 25 years of experience supporting individuals to live independently in their homes and communities. We're passionate about enabling choice, promoting dignity, and fostering inclusion.

The Role

We're looking for a proactive and organised Business Operations Coordinator to help keep our Head Office running smoothly. You'll work across departments to support facilities, compliance, recruitment, and development projects—making a real difference behind the scenes.

Key Responsibilities

- Coordinate office resources, equipment, and facilities
- Support compliance processes including minute-taking and document management
- Assist with onboarding, basic IT support, and reception cover
- Help with recruitment advertising, training records, and social media updates
- Provide admin support for development projects and company events

What We're Looking For

We welcome applications from people of all backgrounds. If you meet most of the criteria below and share our values, we'd love to hear from you:

- Strong communication and organisational skills
- Confidence using Microsoft Word, Outlook, and Excel
- Ability to work independently and as part of a team
- A proactive approach to problem-solving
- Willingness to learn and grow in the role

- Education to A Level standard or equivalent experience

What We Offer

- A supportive and inclusive work environment
- Opportunities for training and development
- Flexible working arrangements where possible
- Commitment to equality, diversity, and wellbeing
- Enhanced Family payments
- 28 days annual leave pro-rata (including bank holidays)
- Blue Light Card (Membership paid)
- Variety of social events throughout the year
- Company pension scheme
- Company sick pay (after qualifying period)
- Working within a supportive team

Pre-Employment Requirements

This role is subject to an Enhanced DBS check. SIL will support you through this process.

Apply With Confidence

If you're excited about this role but don't meet every requirement, please still apply. We value potential and enthusiasm just as much as experience.

We actively encourage applications from diverse backgrounds and those returning to work or changing careers.

How to Apply

Send your CV to jobs@s4il.co.uk by Friday 25th July 2025. If you need any adjustments to the application process, just let us know, we're happy to help.