



Greater Manchester Rape Crisis (GMRC) has been providing information and counselling to women over 18 who have experienced rape or sexual abuse for over 40 years.

Greater Manchester Rape Crisis is looking for a part time administrative officer to join our friendly team to support us with our administration generally, our data management and day to day running of the Centre.

We want someone who is organised, IT confident and who can deal sensitively with women contacting our office or using the Centre. Training will be provided on our data management system.

The post is for 21 hours per week by arrangement and is based in the Centre.

The post is initially for one year but may be extended subject to funding.

Annual salary is £12,600 per year

If you are interested and would like to know more please contact us at

admin@manchesterrapecrisis.co.uk for an application pack

The closing date for applications is 5 p.m. 11th of June 2021

CV's will not be accepted and no agencies please.

This post is restricted to women applicants under the Equality Act 2010, Schedule 9, Part 1.