Fair Futures Community Interest Company

Fair Futures CIC is looking to recruit a part-time (8 hours per week) Business and Administration Manager. You will be responsible to the board of directors, with your work focusing on personnel, finance, health and safety, information management, marketing and general admin.

Fair Futures is a Community Interest Company working with children, young people and families to promote successful learning and reduce barriers to education. We provide educational and social opportunities for people from minoritised communities in Bury, Greater Manchester, and surrounding areas, promoting participation in a cohesive community. Fair Futures also supports children and families from around the world who have come to Greater Manchester as refugees, asylum seekers and migrants. Our organisation promotes equality, equity and diversity and runs activities to promote shared understanding between people from different backgrounds.

We are looking for someone who has:

- A degree, or equivalent qualification, in a relevant area of work
- GCSE A*-C/ 9-4 or equivalent in both English and maths
- Excellent verbal and written communication and interpersonal skills
- The ability to build positive and professional relationships with young people, carers, colleagues and external professionals
- Excellent ICT skills, including Microsoft Word and Excel, website management
- The ability to work effectively on their own initiative and as part of a team
- A commitment to working with a range of partners and service users from across the Bury and Greater Manchester communities
- A clear understanding of safeguarding responsibilities and the ability to follow relevant policies and procedures
- High standards of professionalism and integrity

Fair Futures CIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject appropriate pre-employment checks, including an enhanced Disclosure and Barring Service check. In line with KCSIE guidance, we will also undertake online searches and verification of right to work in the UK for all shortlisted candidates. To follow safer recruitment processes, please ensure that your application covers your full employment history and there is a reason noted for any gaps in employment. Successful candidates will be asked to provide relevant professional references and character references will not be accepted. CVs will not be accepted.

Apply by email using the application form for this post to fairfutures@outlook.com

Closing Date: Wednesday 11th November 2026, 1pm