



JOB DESCRIPTION

PEOPLE TEAM ADMINISTRATOR

25.5k – 26K per annum (pro rata)
Part time, 20 hours per week



wigan youth
zone

An **OnSide** Youth Zone



OVERVIEW

COMPANY Wigan Youth Zone

LOCATION Wigan Youth Zone

SALARY 25.5k – 26K per annum (pro rata)

BENEFITS

- 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service.
- Hybrid Working
- Birthdays off,
- Gym access,
- Training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Cycle to Work Scheme;
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Holiday Club discounted to £2 for staff's children.

POSTED 7th August 2026

CLOSING 6th September 2026

FIRST INTERVIEWS TBC

SECOND INTERVIEWS TBC

SPECIALISM Administration

REPORTS TO Head of People

CONTRACT TYPE Permanent

WORK PATTERN Part time, 20 hours per week

Monday-Friday: 4 hours per day, Flexible with exact times, as long as the hours are worked between 9am – 6pm.

Occasional evenings and weekends. Term time only will be considered.

ORGANISATION TYPE Charity

WHO WE ARE LOOKING FOR

An exceptionally efficient, enthusiastic and experienced person to join the People Team to support with day-to-day general office administration duties.

KNOWLEDGE AND UNDERSTANDING

- Knowledge and understanding of office administration, including systems

QUALIFICATIONS

GCSE or equivalent Literacy and Numeracy - Essential

Administration Level 3 or equivalent – Desirable.

YOUR ROLE

- To support the recruitment and selection process, including creating and advertising job descriptions, shortlisting, liaising with candidates, scheduling interviews, completing pre-on-boarding checks etc in-line with Safer Recruitment.
- Coordinating the on-boarding process for new starters, including inductions.
- Promote training and development within the Team.
- Maintaining an accurate and efficient HR database (UKG) with employee information and contractual documentation, including administration of new starters, changes and leavers.
- Support with dealing with day-to-day People Team queries.
- Coordinating and assisting with regular internal processes, e.g. team check ins, probationary reviews, Smartsheet etc.
- Taking ad hoc minutes for internal and external meetings.
- Support with room hire set up
- Support with the day to day petty cash issuing and purchasing
- Coordinating meetings, when required.
- Events support.
- Carry out any other reasonable People Team, administration and reception duties, as required.

WHAT YOU WILL NEED TO SUCCEED

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of Office Administration	Essential
Experience in recruitment, shortlisting, interviewing and onboarding	Desirable
Experience of cash handling	Essential
Working in a busy office environment	Essential
Experience of working in a team	Essential
Excellent timekeeper	Essential
Experience of working with volunteers	Desirable
SKILLS	
Excellent written and verbal communication skills	Essential
Ability to effectively use IT including Word packages, excel and databases	Essential
Ability to engage with all types of people from young people, community members and colleagues to official visitors and Board Directors	Essential
Use of Management Information Systems	Essential
Ability to pay attention to detail, be thorough and organised	Essential
Ability to produce accurate and comprehensive reports	Essential
Ability to work well under pressure	Essential
Ability to develop good professional relationships with children, young people and adults	Essential
Knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice and how these are related to children and young people	Desirable

SPECIAL REQUIREMENTS

- A willingness to support Wigan Youth Zone's events throughout the year.
- DBS clearance and committed to Safeguarding children

The job holder will be required to adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and business satisfactory references.

All applicants must also be inactive as members for at least 12 months.

WHAT IS WIGAN YOUTH ZONE?

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

WHAT DO YOU NEED TO DO NEXT?

Please complete our application form [here](#) and return to HR@wiganyouthzone.org

76% OF OUR TEAM WOULD RECOMMEND
WIGAN YOUTH ZONE AS AN EMPLOYER TO
THEIR FAMILY AND FRIENDS