

YPAS – Employment Opportunity

The Young Person's Advisory Service (YPAS) is a Liverpool based charity that provides a wide range of support and therapeutic interventions across Merseyside to address the mental health and emotional well-being needs of children and young people (aged 5-25 years) and their families.

South Hub Evening Receptionist and Administrative Assistant

Salary: NJC/SCP 2-4 (£23,656-£24,404) pro rata
Contract: Permanent
Hours: 15.5 Hours per week

Additional Benefits: 30 days **pro rata**- Annual Leave + Bank Holidays.

Closing Date: Friday 4th July (10am)

Short listing: Friday 4th July (4pm)

Interviews: Wednesday 9th July 2025 (YPAS Central, City Centre location)

YPAS are seeking a South Hub Evening Receptionist and Administrative Assistant.

Successful candidates will provide administrative support to YPAS team and support the smooth running of YPAS' South community hub.

To request an application pack email recruitment@ypas.org.uk quoting ref #ADT2025

At YPAS, we believe that diversity drives innovation and excellence. We are committed to creating an inclusive environment where everyone feels valued and respected. We actively encourage applications from individuals of all backgrounds, experiences, and perspectives, including those from underrepresented communities. If you are passionate about making a difference and contributing to a diverse workplace, we encourage you to apply.

YPAS is committed to Safeguarding and promoting the welfare of children, young people and families and expects all staff to share in this commitment.