



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.

North Hub Evening Receptionist and Administrative Assistant

Salary: NJC SCP 2-4 (£24,413-£25,185) **pro rata**
Contract: Fixed Term
Hours: 15.5 Hours per week

Benefits: 30 days (**pro rata**) Annual Leave + Bank Holidays.

Closing Date: Monday 1st December 12pm

Short listing: Tuesday 2nd December

Interviews: Friday 5th December (YPAS Central, City Centre location)

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

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

To request an application pack email recruitment@ypas.org.uk quoting ref #NHA2025

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.