

RECRUITMENT PACK

People Administrator – Full time
September 2025



HOME

WELCOME

Thank you for your interest in the role of People Administrator at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
 - In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

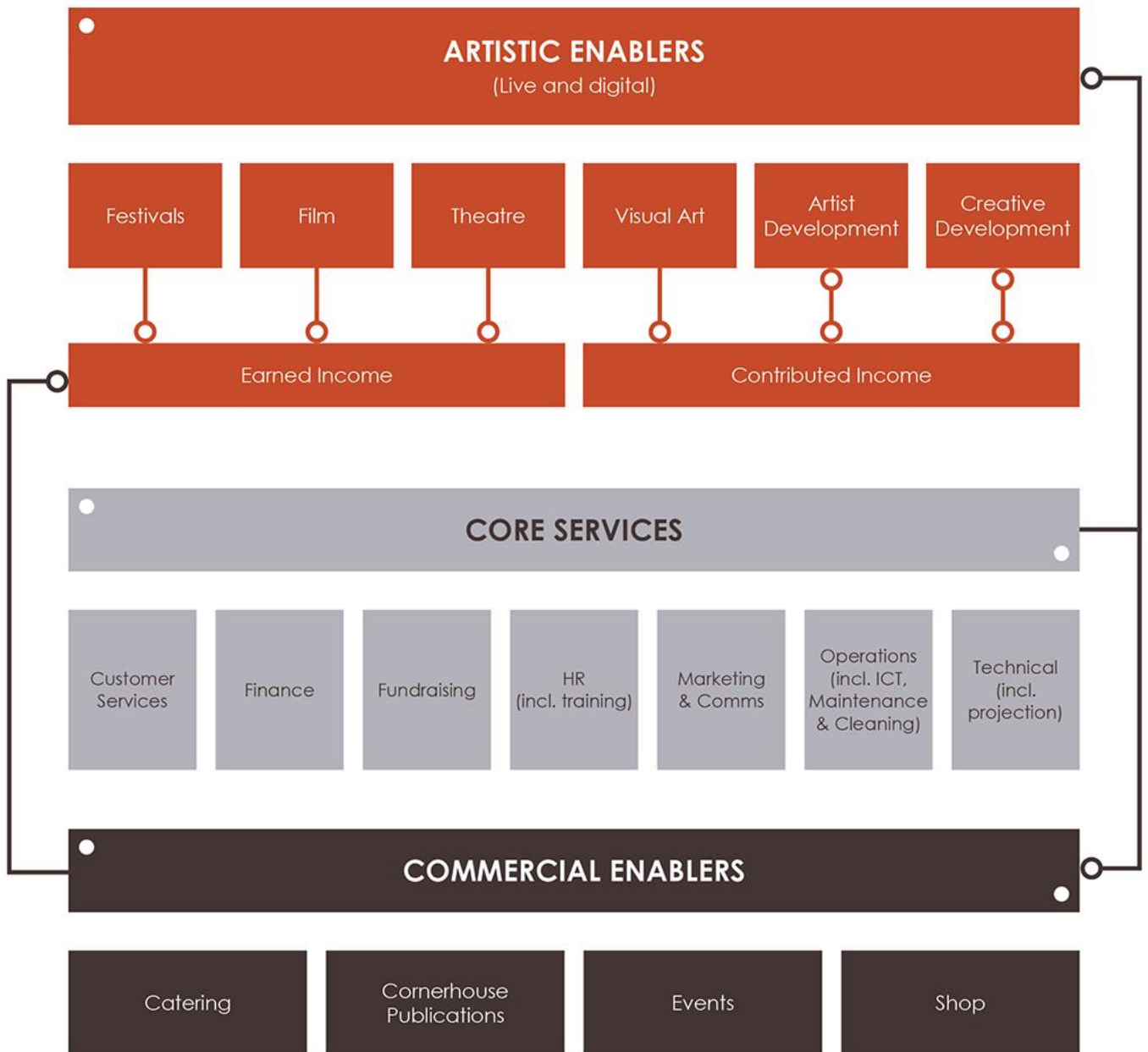
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

Job Context

This is a brand-new role within the People Team providing support to the Head of People and CEO.

Job Summary

The People Administrator supports the effective delivery of all employee life cycle activities. With a focus on ensuring processes are followed accurately, efficiently, in line with audit and compliance standards and enabling a positive employee experience.

This is a cross-functional role, working closely with Head of People, to ensure smooth onboarding, offboarding, and employee changes. Plus supporting the board of trustees with email communication, booking meetings and collating responses to policy sign off and checking availability for main board and subcommittee meetings.

The People Administrator will be the first point of contact for employee queries related to policies, systems, and HR processes.

KEY INFORMATION

Salary	£30,000 per annum
Contract	Permanent
Hours of work	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Cycle to work and Tech scheme
Probationary period	6 months
Notice period	1 month during probationary period, 1 month thereafter

JOB DESCRIPTION

Purpose

The role is responsible for maintaining the integrity of employee data, ensuring accurate record-keeping within the Bright HR system, and producing reports and analysis to support data-led decision making and highlight trends for board reporting. The role also includes administrative support for Board and sub-committee meetings, including minute-taking and coordination.

The People Administrator plays a key role in ensuring a positive employee experience and supporting a culture of continuous improvement, inclusivity, and operational excellence.

Team	People
Reports to	Head of People
Responsible for	n/a

General People Administration & Support

- Act as the first point of contact for People-related queries, providing support both face-to-face and electronically, ensuring professional and timely responses.
- Work with others across the organisation to promote awareness and provide support where required on EDI and internal Access.
- Provide day-to-day administrative support to the Head of People, including data entry, booking & delivering inductions, photocopying, scanning, preparing contractual documentation, and general correspondence.
- Maintain accurate and efficient records of all People-related activities, ensuring data is securely stored and handled in compliance with GDPR legislation.
- Monitor and manage the People and Recruitment emails, responding to and redirecting enquiries efficiently and appropriately.
- Assist with the consistent application of HOME's policies and procedures, offering guidance to employees as required.
- Plan and organise own workload to meet deadlines, contributing to the wider People team's service objectives.
- Ensure complete confidentiality and integrity in all aspects of the role, particularly when handling sensitive information.

Recruitment, Onboarding and Offboarding

- Support the coordination and administration of recruitment campaigns with Hiring Managers, including advertising roles, scheduling interviews, and processing candidates via the recruitment procedures.
- Deliver effective onboarding and induction processes for new starters, ensuring all steps are followed and documented, and contributing to a positive candidate experience.
- Assist with job offer processes, including drafting conditional offer letters, conducting reference checks, verifying right-to-work documentation, and updating relevant systems.
- Ensure effective communication with the Payroll Officer in relation to new starters and leavers, including checking accrued holiday balances prior to confirming leaver letters.
- Respond to reference requests for current and former employees in a timely manner.

People Systems, Data & Reporting

- Confidently use systems and other digital tools to input and maintain people's data accurately.
- Run regular reports and provide performance or management information (MI) within agreed timescales.
- Analyse data to validate accuracy and identify trends or issues that require further attention.
- Maintain and update organisation charts and headcount data on a monthly basis
- Contribute to regular updating of the People section of the intranet.
- Carry out general People administration and maintain electronic based systems for all staff including existing and new employee details, annual leave, leaver administration, payroll changes, absence and training records.

Meetings & Communication & Board Support

- Provide administrative support for employee relations casework and people-related projects, including scheduling, document preparation, and note-taking.
- Attend and provide support at formal meetings, including disciplinary, grievance, or performance reviews, as required.
- Accurately take and distribute minutes for internal meetings, including Board, Committee, and annual staff meetings.
- Set up and coordinate meeting logistics (both virtual and in-person), including booking rooms, IT setup, and arranging access or other relevant requirements.
- Arrange and distribute board papers as directed by the CEO, record responses, and manage related meeting logistics.

- Be the key contact with the Board of Trustees – arranging the Board meetings and other engagements with them.
- Manage Companies House & Charity Commission submissions for Trustees, act as a custodian of their information and documents.

Continuous Improvement and Projects

- Support the delivery and organisation of ad-hoc People projects/ events, wellbeing activities, and internal engagement initiatives.
- Identify and resolve day-to-day issues independently, escalating matters to the Head of People as needed.

Additional duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice
- Carry out duties as deemed appropriate by the Head of People & CEO
- Work evenings and weekends if required
- Undertake national and international travel if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience Skills & Knowledge	<ul style="list-style-type: none"> • Current People/Human Resources administration experience • Strong communication skills with ability to demonstrate empathy, tact and diplomacy in interactions whilst always maintaining confidentiality across diverse teams & stakeholders • Employee relations basic case work experience • Strong IT & numeracy skills with experience in using Microsoft Word, Excel, PowerPoint & Outlook & TEAMS • Proven proactive approach to managing competing priorities with flexibility to adapt to changing demands • Demonstrable resilience & adaptability in a fast-paced, dynamic work environment • Experience of working independently & part of a team • Experience in handling sensitive data and using HR information system 	<p>CIPD qualified level 3</p> <p>Experience providing information for pay roll</p> <p>Knowledge & understanding of current UK employment legislation & codes of practice</p> <p>Carbon Literacy trained or passion for sustainability</p>

HOW TO APPLY

The deadline for applications is – Friday 24 October 2025, 5pm.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. **Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.**

Email your CV and written supporting statement **please add the job reference number 154872 in the subject line in your email** or this can be a short video/audio response no more than 10 minutes long to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#)

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on Monday 3 November 2025

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



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