

Job Advert

Administrator at Catalyst Science Discovery Centre

The Role: Administrator

Location: Mersey Road, Widnes WA8 0DF

Job Type: Part-time, Permanent

Hours: Four days a week. Usually Monday to Thursday, 22 hours per week. Ideally 9am - 3pm each day with a 30 min unpaid lunch break. There will be occasions where some weekend work is required to support our welcome desk. Overtime options are available.

Salary: £12.21 per hour (National Minimum Wage)

Holidays: 20 days holiday entitlement (+ statutory/bank holidays) prorated

Reporting to: Marketing Manager

What do we do?

Catalyst's mission is to inform, educate and inspire the widest audience about the relevance of chemistry, through:

- *our unique offerings and hands-on experiences*
- *our rich industrial heritage archives*
- *our strong links to the local area.*

Catalyst's Vision is to be a premier visitor attraction, recognised as the best Science Discovery Centre dedicated to chemistry and a unique Museum of the chemical heritage in the NW England.

Main duties will include:

- Providing an efficient enquiry and booking service for schools, groups and general visitors via telephone and email.
- Operating our in-house booking system.
- Raise invoices and track payments have been received.
- Supporting Visitor Services with greeting guests during busy periods, including operating a till and handling payments
- Carrying out general administration support as needed

Person Specification

We are looking for:

- A friendly, enthusiastic and highly motivated person who can work independently and as part of our small team.



- An organised person with excellent time management skills and the ability to plan and prioritise workload effectively
- Experience using Microsoft Word, databases and email are essential
- Someone committed to excellent customer service and guest experience

What you can expect:

- An opportunity to work collaboratively with cross-functional teams that will make the most of our science, education, heritage, Café and retail offers.
- Supportive team around you who want to make our visitor attraction the best around.
- Access to excellent learning and development opportunities.
- Over time opportunities available regularly
- Our employee benefits offer contains life assurance cover, pension provision, holidays, free parking and reduced rates in the Café.

How to Apply

Please submit a CV and a covering letter outlining why you would be ideal for the role to:

Email: jobs@catalyst.org.uk

Or post to:

Catalyst Science Discovery Centre
Mersey Road
Widnes
WA8 0DF

Application Deadline: 12.00pm, Thursday 8 January 2026

Successful applicants will be invited to interview within two weeks of the closing date.