



St Cuthbert's Hospice

Making every day count since 1988

Job Vacancy



Head of Enabling Services REF: ES0122

Department: Enabling Services

Hours: 37.5 hours per week

Salary: Pay Scale 8a - £42,266 to £47,826 per annum

Contract: Permanent

Based: St Cuthbert's Hospice

Head of Enabling Services:

Accountable through the Chief Executive to the Board for the delivery of Estates, Finance, Governance, HR and IT functions, this new post will be responsible for ensuring the infrastructure is in place to support the delivery of outstanding clinical services. Educated to degree level and with significant senior administration experience in a finance and/or human resources and/or corporate / charity governance function you will have a track record of supporting the development of high-performing teams.

You will also be a member of the Senior Management Team and will work alongside other members of the team to shape the strategic direction of the charity and ensure that its aims and objectives are delivered by integrating and delivering a joined-up service.

For an informal discussion about this post please contact: Paul Marriott, Chief Executive 0191 374 6160.

An application form can be found at www.stcuthbertshospice.com or to request a hard copy please contact the HR Department on 0191 374 6174 or email recruitment@stcuthbertshospice.com

Closing date for applications: 24th January 2022, **Interviews:** 3rd and 4th February 2022. If you have not heard from us by 31st January 2022 please assume you have not been shortlisted.

Please note: we do not accept CVs.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

About us: St Cuthbert's Hospice, based in County Durham, provide free care and support to people with life-limiting illnesses, people approaching the end of life and people that are bereaved. We care for, laugh with, listen to, comfort and help make special memories for thousands of individuals and families each year. We are highly regarded for our quality of care and the first Adult Hospice in the country to be graded "outstanding" by the Care Quality Commission. Our 11 bedded palliative care In-Patient Unit provides individualised care planned to support the total wellbeing of each person, taking into account their physical, psychological, social and spiritual needs. Our Living Well Centre delivers a programme of support to enable people with life-limiting illnesses cope better with their health and wellbeing and support them to regain control of their life.

We value the contribution of all our workforce comprising of over 90 staff and a dedicated group of almost 400 volunteers. We are an equal opportunities employer and believe in treating everyone with dignity and respect, encouraging applications from all sectors of the community.

Our Mission: To make every day count for those affected by life-limiting illnesses.

Values: These define who we are and guide what we do to ensure the highest quality care for those accessing our services and the highest quality experience for staff working here. We are committed to safeguarding and promoting the welfare of adults at risk and children.

Why work for us: We are committed to making St Cuthbert's Hospice a great place to work supporting the provision of excellent services for the people of Durham. If you are ready for an exciting opportunity that will not only impact on patient care but will be motivating and rewarding on a personal level this could be the post for you.



Better Health
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St Cuthbert's Hospice, Park House Road, Durham, DH1 3QF

HR Department Telephone: 0191 374 6174

email: recruitment@stcuthbertshospice.com

www.stcuthbertshospice.com