



St Cuthbert's Hospice

*Making every day count since 1988*

## Job Vacancy



## HR, Training and Development Advisor REF: HRDA22022

**Department:** Human Resources

**Hours:** 37.5 hours per week

**Salary:** Scale 5 - £24,144 (min) to £30,162 (max)

**Contract:** Full Time Permanent

**Based:** St Cuthbert's Hospice

HR, Training and Development Advisor:

We are excited to introduce this new role to the Hospice. If you have a passion for training and development and would like to help make a real difference to our staff and volunteers, then this post could be for you. We are looking to appoint an experienced and highly motivated HR / development professional whose prime focus will be on identifying and sourcing training and development opportunities for our staff and volunteers. The role will involve engaging with staff and volunteers, and with training providers. You will be enthusiastic, self-motivated and have experience of working in an HR or learning and development role. You will be confident in advising managers in recruitment and selection, absence management, discipline grievance and capability. The successful candidate will have excellent communication and interpersonal skills, confidently building effective working relationships.

We offer free parking, an EAP for employees and family, and a workplace pension. As an employee of St Cuthbert's Hospice you will benefit from 25 days annual leave per year pro rata (rising to 27 after 5 years' service), in addition to Bank Holidays. The salary scale is dependent upon relevant transferable skills and experience. Hybrid-working is possible for this role. We will consider requests for job-share.

**For an informal discussion about this post please contact:** Judith Weston on 0191 3746173.

An application form can be found at [www.stcuthbertshospice.com](http://www.stcuthbertshospice.com) or to request a hard copy please contact the HR Department on 0191 374 6174 or email [recruitment@stcuthbertshospice.com](mailto:recruitment@stcuthbertshospice.com)

**Closing date for applications:** Monday 14th March, **Interviews:** w/c Monday 21st March. If you have not heard from us by 23rd March 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  
at Work Award  
Maintaining Excellence



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

HR Department Telephone: 0191 374 6174

email: [recruitment@stcuthbertshospice.com](mailto:recruitment@stcuthbertshospice.com)

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