



St Cuthbert's Hospice

Making every day count since 1988

Job Vacancy



Fundraising Team Administrator REF: FTA0422

Department: Development

Hours: 30 hours per week

Salary: £19,358 to £20,345 pro rata (Pay Award Pending)

Contract: Permanent

Based: St Cuthbert's Hospice

Fundraising Team Administrator:

This is an exciting opportunity to join the Development team. St Cuthbert's Hospice is looking for an enthusiastic individual with strong team working and administration skills to join the Fundraising Team, which sits within the Development Team. We are looking for someone with great interpersonal and planning skills to assist the Development Team with various fundraising administration and activities. You will work alongside and organise fundraising volunteers to ensure fundraising activities are supported.

Working under the supervision of the Development Team Manager you will support in the administration of a comprehensive fundraising portfolio including individual giving alongside community and events. This role will be well suited to a good communicator who loves to interact and build relationships with people. As well as being organised, you will be creative and take a solution driven approach. This is the perfect opportunity for someone with a desire to build skills in a fundraising environment.

For an informal discussion about this post please contact: Kay Carrick 0191 386 1170.

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: 10th July 2022, **Interviews:** 14th July 2022. If you have not heard from us by 13th July 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