



St Cuthbert's Hospice

Making every day count since 1988

Job Vacancy



Governance and Compliance Manager REF: GCM0323

Department: Central Support

Hours: 30 hpw

Salary: Band 6 up to £39,889 per annum

Contract: Part Time and Permanent

Based: St Cuthbert's Hospice Durham

We are looking for an experienced Governance and Compliance manager with a knowledge of contract monitoring, compliance, reporting and governance to join our outstanding, friendly Hospice in Durham. If you would like to work in a caring and supportive environment with people who strive to make a real difference, then this role could be for you. This is a new and exciting post in our organisation. As Governance and Compliance manager, you will oversee our Governance framework, keep our arrangements for governance under review and ensure that our contracts are set up and managed in a timely and lawful manner. .

Ideally, we are looking for a candidate who has:-

Experience of working in a governance / committee environment, an understanding of the governance and regulatory framework in which a charity operates and a degree in a relevant discipline (e.g business management) or experience in a governance or business management role.

We are situated on the outskirts of Durham in beautiful surroundings. We are committed to our staff and making St Cuthbert's Hospice a great place to work. We offer flexible working, competitive salary, workplace pension, 33 days of paid annual leave, free on-site parking and an EAP for employees and family. We are highly regarded for our quality of care and were the first Adult Hospice in the UK to be graded 'outstanding' by CQC.

For an informal discussion about this post please contact: Judith.weston@stcuthbertshospice.com or ring 0191 3746174.

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: 9th March 2023, **Interviews:** 16th March 2023 If you have not heard from us by 15th March 2023 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.

Our Values



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
www.stcuthbertshospice.com

St Cuthbert's Hospice, Durham is registered by the Charity Commission as a Charitable Incorporated Organisation.
Charity Number: 519767 VAT Number: 997305770