



St Cuthbert's Hospice

Making every day count since 1988

Job Vacancy



HR Administrator REF: HRA0423

Department: Enabling Services

Hours: Full Time 37.5 hours

Salary: Pay Scale 3 £20,375 - £21,809

Contract: Permanent (Flexible hours / job share option available)

Based: St Cuthbert's Hospice

Would you like to work for a professional and compassionate organisation that values individuals and their contribution to “making every day count for those affected by life-limiting illnesses”? An excellent opportunity has arisen for someone to join our HR team, to contribute towards providing St Cuthbert's with a first-class HR service.

The successful candidate will be organised, methodical, have attention to detail and be able to work both in a team and on their own initiative. They will be able to act as the first point of contact with the HR team and provide a confidential and effective administration service to the HR team.

If you have the knowledge, skills and experience we are seeking, can demonstrate our values and are motivated and ready for a challenging and rewarding job then we would love to hear from you.

For an informal discussion about this post please contact: Judith Weston, Head of Enabling Services on 0191 374 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: 16th April 2023 **Interviews:** 24th April 2023. If you have not heard from us by 22nd April 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



County
Durham
Volunteering



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