



## **HR & Training Officer**

**Location:** St Cuthbert's Hospice, Durham

**Contract:** Fixed-Term until September 2026, with the possibility of extension

**Hours:** 37.5 hours preferred but will consider 30 hours for the right candidate

**Salary:** £28,520 - £35,638 (Hospice Band 5) Subject to Job Evaluation

**Context:** This role is being instated as part of a wider review of the HR staffing structure, which is scheduled to conclude in September. Therefore, there is a possibility for extension past September.

We're looking for a proactive HR & Training Officer to join our team and make a real impact. Reporting to the HR Manager this role offers plenty of variety and the opportunity to shape and improve the HR and training functions. 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 post could be for you.

### ***What You'll Do***

- ✓ Line manager the HR Administrator and Volunteer Co-ordinator
- ✓ Advise and support staff and volunteers with employee relations issues
- ✓ Develop and maintain IT systems, ensuring accurate recording and providing reports and data
- ✓ Contribute to HR and training projects and initiatives that drive continuous improvement

## ***What We're Looking For***

- ✓ Experience working in a busy HR setting
- ✓ Strong knowledge of HR policies and employment legislation
- ✓ Excellent communication and interpersonal skills
- ✓ Excellent IT skills with the ability to use a suite of Microsoft packages including Word, Excel, PowerPoint, Outlook
- ✓ Degree in HR or CIPD qualification level 5 (or working towards)

## ***What We Offer - as well as being part of a passionate team of people, benefits available to employees include:***

- ✓ Competitive Salary
- ✓ Flexible and Hybrid Working
- ✓ Enhanced annual leave - 5 additional days above statutory entitlement. (33 days in total, rising to 35 after 5 years' service, pro rata)
- ✓ Pension Scheme
- ✓ Employee Assistance Programme
- ✓ Coffee Shop and Free Parking (at Hospice site)

***For an informal discussion about this post, please contact Debbie Large, HR Manager at [debbie.large@stcuthbertshospice.co.uk](mailto:debbie.large@stcuthbertshospice.co.uk)***

To apply please send your CV and covering letter to [recruitment@stcuthbertshospice.com](mailto:recruitment@stcuthbertshospice.com)

***Closing date for applications: Monday 2<sup>nd</sup> February 2026***

***Interviews: Thursday 12th February 2026***

If you have not heard from us by the interview date, please assume you have not been shortlisted. 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 convictions.