



HOSPICE AT HOME
WEST CUMBRIA

Enhancing life, excelling in care

Clinical Services Administrator

37.5 hours per week

(Part Time / Job Share will be considered)

£22,466

- Do you have good attention to detail, and are highly organised?
- Do you have a good understanding of a variety of administrative processes?
- Are you a team player with excellent interpersonal skills?

An exciting opportunity has arisen within our Clinical Admin team where you will play an important role in delivering a full range of professional administrative support to the Home Nursing, Family & Bereavement Support, Lymphoedema and North Cumbria Specialist Palliative Care Teams, including medical staff.

We are looking for a highly motivated individual to join our clinical services administration team.

We offer flexible working, a wellbeing package for staff, generous holiday entitlement, and personal development and support.

This post requires a standard Disclosure & Barring Service (DBS) check.

Hospice at Home West Cumbria is an established and highly respected local charity, with an outstanding reputation for delivering excellent palliative and end of life services in the heart of the community.

If you want to work for one of West Cumbria's leading charities and help to make a difference to people's lives, you could be exactly what we are looking for and we would love to hear from you.

For an informal discussion please email us at info@hhwc.org.uk with your details and our Clinical Office Supervisor will call you for a chat.

For an application pack please visit our website at www.hospiceathomewestcumbria.org.uk or email louise.dryden@hhwc.org.uk

Closing date – 10.00a.m. Thursday 17th October 2024
Interviews will be held on – Thursday 24th October 2024

Registered charity number 1086837