

RECRUITMENT PACK

Your skills and experience can make a difference to local people.



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Welcome from the CEO

We are delighted that you are interested in joining our dedicated team at Hospice at Home West Cumbria.

Who we are

Hospice at Home West Cumbria, founded in 1987, was established with the mission to provide compassionate hospice care to patients in the comfort of their own homes. The organisation has since become widely recognised as "The hospice without walls," reflecting its commitment to delivering high-quality, personalised care outside the traditional confines of a hospital or hospice building. This approach allows patients to receive palliative care that respects their dignity and preferences, ensuring a peaceful and supportive environment during the final stages of life. Our services are delivered free of charge to all those who need them.

The service covers a vast area, ranging from Maryport to Millom, and includes rural locations like Eskdale, Wasdale, Ennerdale, and Buttermere valleys, serving a population of approximately 140,000 people, ensuring that hospice care is accessible to those who need it most.

Hospice at Home West Cumbria is proud to employ over 60 staff members, supported by more than 100 volunteers, and these numbers continue to grow. With the ongoing expansion of our services, we are always looking for compassionate individuals who could be an amazing asset to our team. Whether through providing direct care or supporting our operations, your skills and dedication could make a real difference in the lives of those who need it most. If you're passionate about making a positive impact, we would love to have you join our team.

Julie Monk, Chief Executive Officer



JULIE MONK

Hospice at Home West Cumbria is an independent charity which is registered with the Charity Commission. It is also registered as a company limited by guarantee at Companies House, with the Fundraising Regulator, and with the Care Quality Commission (CQC).

Hospice at Home West Cumbria in numbers 2023 - 2024

HOME NURSING

HOURS OF NURSING CARE



We provided **8617.75**
hours of nursing care:
906 night shifts
172 day shifts



266 new Home Nursing patients

292
new referrals into service

FAMILY & BEREAVEMENT SUPPORT

138
new FABS
patients

- Bereavement Support 64
- Carer 51
- Patient 43



453
one-to-one
sessions

170 active FABS patients
during this period

157
Bereavement
Group sessions

148
new referrals into
the service



COMPLEMENTARY THERAPY

155
new
referrals

- Bereavement Support 27
- Carer 41
- Patient 88

475
Complementary
Therapy
sessions



137
active
patients
during this
period

THERAPIES CARRIED OUT

- 130** Acu-reflexology
- 13** Distant Reiki
- 37** Emotional Freedom Technique (EFT)
- 342** Reiki



25
Aroma
sticks



49
Body
Massage

LYMPHOEDEMA

247
new
referrals

342
Cancer
patient
sessions

638
Non-cancer
patient
sessions

411 active Lymphoedema
patients during this period

TOTAL
980



Areas covered by Hospice at Home West Cumbria

- Copeland and South Allerdale
- 137,000 population
- 16 GP practices
- 4 community hospitals
- 1 district general hospital
- All care homes - nursing and residential



Our Patron



His Majesty King Charles III has reaffirmed his commitment to supporting Hospice at Home West Cumbria, announcing his decision to retain his Patronage with our charity.

In a letter from Buckingham Palace, it stated: *"I am pleased to confirm that His Majesty would be delighted to retain the Patronage of Hospice at Home West Cumbria."*

As HRH The Prince of Wales, King Charles was patron from 1997, and has been a supporter of Hospice at Home West Cumbria, recognising the invaluable care and support our charity provides to patients and families living with a palliative diagnosis.

We hope he will visit us again when we celebrate our 40th anniversary in 2026.



OUR VISION, MISSION AND VALUES

Our Vision

All people in West Cumbria have timely access to personalised high quality and end of life care.

Our Mission

To be at the heart of our community and provide home nursing, emotional support, complementary therapies and lymphoedema care when and where needed.

Our Values

- Accountability - We conduct ourselves with responsibility and integrity. Each of us is responsible for our words, our actions, and our results
- Excellence - We will strive for continuous improvement and deliver the best services we can provide
- Inclusivity - We value equality, inclusion, and diversity for all
- Teamwork - We achieve more when we collaborate and all work together. We promote the sharing of knowledge and ideas that help everyone grow
- Compassion - We acknowledge and appreciate others by building trust, mutual connections and reciprocation
- Respect - We positively value individuals for their qualities or traits and treat everyone with appreciation and dignity
- Integrity - We build trust through responsible actions and honest relationships

WHAT WE DO



Home Nursing

Our home nursing support provides palliative and end of life one-to-one support overnight, or care during the day to allow families and carers to have a break knowing their loved ones are cared for and not alone.

Support at Home

Our support at home service provides up to three, hourly visits every day to support with the patients care needs and daily activities.



Lymphoedema Care

We have a long-established specialist lymphoedema service which provides assessments, delivers appropriate treatments and supports and advises palliative and non-palliative patients, their families and carers.

Family and Bereavement Services

Our family and bereavement support team offers support to patients with a palliative diagnosis and their families before and after bereavement. They provide emotional support to help with coping, loss, grief, and bereavement through one-to-one and group sessions.



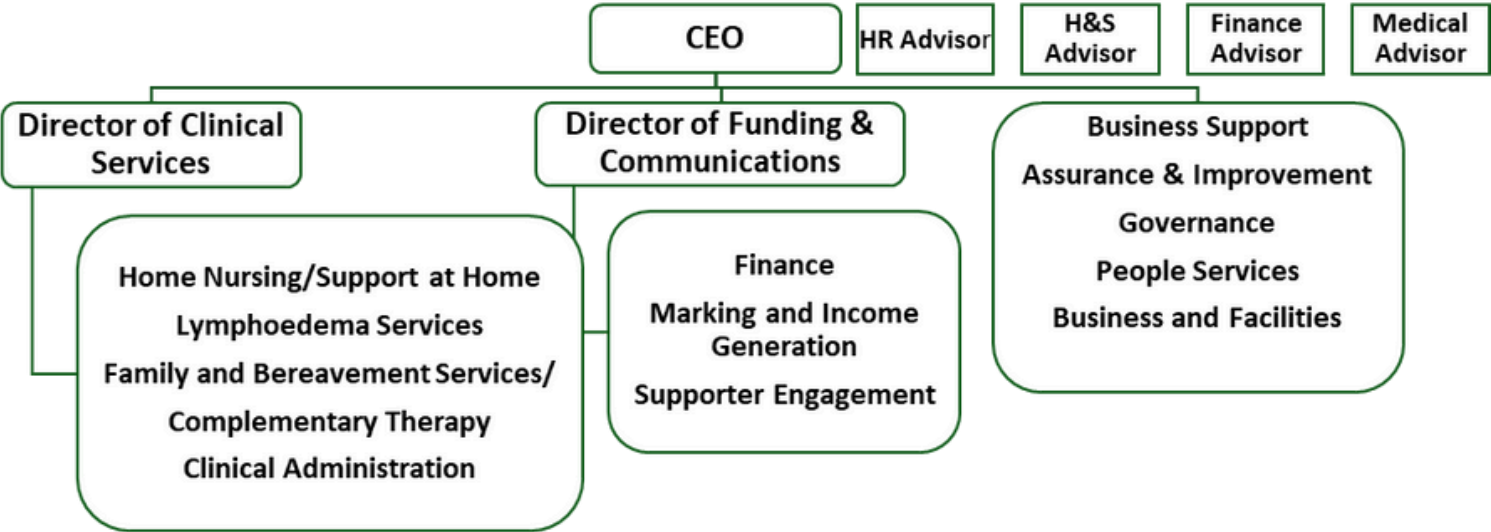
Complementary Therapy

Our complementary therapy team work with palliative patients, including those at the end of their life, and their family members as carers and into bereavement. Therapies include Reiki, reflexology, therapeutic massage, aromasticks, breathing and relaxation techniques.

OUR BOARD OF TRUSTEES



ORGANISATIONAL CHART



WHAT WE PROVIDE

- Flexible working
- Transfer of NHS Pension where applicable
- Generous holiday entitlement
- Wellbeing package for staff
- Discounts with many retailer using Blue Light Card
- Training and development

If you need additional training, we aim to be as flexible as we can be when booking training dates. A lot of our training is available as e-learning so you can access it from home, at your own pace.

Your next steps:

If you are interested in finding out more about the role and whether it would feel right for you, we would love to hear from you and answer any questions you may have. To arrange an informal discussion please contact hr@hhwc.org.uk.

Application

To apply please complete an application form which can be found on our website at [Job Vacancies – Hospice at Home West Cumbria](#) or contact hr@hhwc.org.uk Please see Guidance Notes at the end of this document

Interview

If successful, you will be contacted by our People Services Coordinator to attend for interview. The interviews will be face to face with a small panel, however if you require any adjustments to the interview process or the physical space in which the interview is conducted, we will look to accommodate this.

Reasonable adjustments

We are committed to providing an inclusive experience for all those who want to apply for a role and we are committed to removing any barriers in our recruitment processes. If you have difficulty applying online, we can send a paper application pack. Contact us on 01900 873173 or email hr@hhwc.org.uk.

Pre-Employment Checks

Various pre-employment checks are carried out prior to the commencement of any role to ensure that the candidate meets the required standards and qualifications. These include:

DBS check (Level of cover is role dependent)

There are two main types of DBS check – Standard or Enhanced

Standard and Enhanced DBS checks detail both spent and unspent convictions, as well as any cautions, warnings or reprimands an applicant has on their record, which have not been filtered in line with legislation.

An Enhanced DBS check will also include the option for the police to include any information they hold and deem relevant. Where an applicant will be working in regulated activity with vulnerable adults and/or children, the Hospice will also include a barred list check. This means a check will be made against either the children's or vulnerable adult's barred list, or both, to confirm whether the applicant is barred from working with these vulnerable groups.

Any information given will be treated in the strictest confidence. Suitable applicants will not be refused a role because of spent offences which are not relevant to, and do not place them at or make them a risk in this role. All cases will be examined on an individual basis.

Occupational health check

This is required to advise of any health conditions and recommendations for any adjustments that may be required to ensure a safe and healthy working environment. For clinical roles, evidence of immunisations will be required and brought to the interview.

Right to Work Check

This is required to establish that each employee has the right to work in the UK before they start their employment. This is to be completed in person. ID will need to be provided.

Driving Validation

If you are required to use your own vehicle for work purposes, you will be required to hold a valid Driving Licence and the appropriate Insurance cover.

Obtaining References

Any offer of employment is subject to 2 references. Both referees should have line management/knowledge of your work skills. The first referee must be your current or last employer. Neither referee should be a relative. Referees will not be contacted without your prior permission.

Guidance Notes – Applying for Employment with Hospice at Home West Cumbria

This information is intended to assist you when making an application for employment.

Information about the Vacancy

- All of our vacancies are advertised on our website, along with a copy of the job description and person specification for the post, and details including salary, working pattern and work location.
- The job description sets out the main duties and responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications required by the post holder and these are often split into essential criteria (those which an applicant must have in order to be appointed to the role) and desirable criteria (those which would be advantageous but are not considered essential).

Ensuring Equality of Opportunity

Hospice at Home West Cumbria is an equal opportunities employer and will consider all applicants based on suitability regardless of gender, sexuality, associations, creed, colour, ethnic origins, race, age, marital status or disability. We will also ensure that no employee or job applicant receives less favourable treatment on grounds which are unlawful or which are not relevant to the requirements of the particular job.

Completing and Returning the Application Form

- You must submit a completed application form in order to be considered for a vacancy within the Hospice. **CVs will not be accepted**
- You can download an application form from our website and complete it electronically or by hand (in black ink, please). If you cannot access our website and require an application form to be sent to you, please contact Louise Dryden, on the details provided below
- Ensure you complete all sections of the application form as clearly and concisely as possible

- When completing the section which relates to previous employment, please ensure that you have accounted for all your time since leaving full time education. Please explain any gaps in your employment history in the “Additional Information” section
- When completing the application form (particularly “Additional Information”) it is important that you refer to the person specification in order to demonstrate how you meet the requirements of the post. It is quite acceptable to use headings or bulleted lists so that your evidence corresponds to the relevant item on the person specification. It is important that you do not just make statements – you need to provide evidence
- To ensure we treat all applicants fairly we do not make any assumptions about your application; we base our decision solely on the information you provide on your application form
- Please note that, in order to maintain our equal opportunity measures, CVs and other additional information such as testimonials will not be forwarded to those short listing, so you should ensure that all relevant information is given on the application form or continuation sheets
- Completed applications can be submitted by hand, post or e-mail, and must reach the Hospice by the closing date specified on the advert, to: -

Louise Dryden
 People Services Coordinator
 10 Finkle Street
 Workington
 Cumbria CA14 2BB
hr@hhwc.org.uk

Receipt of Applications and Shortlisting

As a local charity we are constantly striving to make best use of our funds to provide an effective service to the people of West Cumbria. As part of this effort, we regretfully do not acknowledge receipt of application forms.

On receipt of your completed application form, we will separate and retain the personal details section of your application form.

The main application form will then be sent to the shortlisting panel who will decide whether to invite you for interview. The shortlisting process assesses the information contained in your application against the criteria specified in the person specification for the vacancy.

The personal details section will be used to make contact with you in relation to your application and if you are shortlisted for interview.

If you have not heard from us with interview details within seven working days of the shortlisting date you may assume that on this occasion your application has not been successful.

IF YOU NEED THIS DOCUMENT IN A LARGER PRINT, PLEASE CONTACT US ON 01900 873173



**We are committed to serving the palliative care needs of our whole community.
Making Hospice at Home West Cumbria an organisation for everyone in our community
who needs us is a vital part of our strategy.**

CONTACT US



HOSPICE AT HOME
WEST CUMBRIA

Enhancing life, excelling in care
Registered Charity No. 1086837

Phone:

01900 873173

Email:

info@hhwc.org.uk

Address:

Therapy and Information
Centre, 10 Finkle Street,
Workington CA14 2BB