



HOSPICE AT HOME  
WEST CUMBRIA

*Enhancing life, excelling in care*

## **Funding and Communications Administrator**

**37.5 hours per week**

**£19,279**

Following a recent pay review, the Hospice is currently in year 1 of a 3-year pay plan. We anticipate the salary for this post to increase to c£20,504 by 2024 (including cost of living).

- Are you the kind of person who sees what needs to be done and gets on and does it?
- Are you a people person with great communication skills?
- Do you have excellent IT skills?

This new role could be the perfect position for you!

As Funding and Communications Administrator, you will play a key role in assisting both the Finance and Fundraising teams to ensure that donations and data are accurately and efficiently recorded, and communications with supporters is developed.

You will be highly organised with experience of administration systems and processes. You will be approachable and able to motivate, enthuse and engage others to ensure our supporters feel valued and are appropriately thanked.

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

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.

Please refer to job description for full details of role and responsibilities. For an informal discussion please email us at [info@hhwc.org.uk](mailto:info@hhwc.org.uk), and leave a contact telephone number for us to call you back.

**For an application form and application pack please go to our website at [www.hospiceathomewestcumbria.org.uk](http://www.hospiceathomewestcumbria.org.uk) or email Carol Robertson on [carol.robertson@hhwc.org.uk](mailto:carol.robertson@hhwc.org.uk)**

**Closing date: 5 pm Thursday 23<sup>rd</sup> June 2022**  
**Interviews will be held on: Tuesday 12<sup>th</sup> July 2022**

Registered charity number 1086837