



HOSPICE AT HOME  
WEST CUMBRIA

*Enhancing life, excelling in care*

## Clinical Services Administrator

**22.5 hours per week**

**£22,466 (£13,480 pro rata)**

- 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](mailto: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](http://www.hospiceathomewestcumbria.org.uk) or email [info@hhwc.org.uk](mailto:info@hhwc.org.uk)**

**Closing date – 5pm Wednesday 17<sup>th</sup> April 2024**

**Interviews will be held on – Wednesday 24th April 2024**

Registered charity number 1086837