

HR Administration Volunteer

St Teresa's Hospice, Darlington is seeking a volunteer applicant to assist in the HR Department.

Minimum commitment: Ideally 1 full day or 2 half days a week between Monday to Thursday

Are you organised and motivated with excellent administrative skills? Then you might be a perfect addition to our team.

We are a forward thinking, inclusive registered Charity with Inpatient, Outpatient and Community services, providing care and support to palliative patients and their families in their own homes and at St Teresa's Hospice.

Tasks include:

- To assist with any administrative aspect of the recruitment and selection process as required
- Facilitating and processing compliance checks for new starters including DBS checks, obtaining references, and checking right to work and identity documents
- To administer procedures for staff and volunteer changes and leavers of the organisation, including providing references for current and former staff and volunteers, in accordance with Hospice policy
- To ensure that confidential information is kept securely and in line with the Data Protection Act 2018/GDPR and all other relevant legislation

Please see the task profile for further details, which is available from our website at:

<https://darlingtonhospice.org.uk/volunteering/>

About us

Join an organisation where we all work together for a shared charitable goal, set in The Woodlands, a grade II listed building surrounded by a beautiful grounds, with a community feel and an inclusive culture.

To apply:

You can download the application form at: <https://darlingtonhospice.org.uk/volunteering/>

Please submit your completed application form via post or by hand to **HR Dept, St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA**, or by email to hr@darlingtonhospice.org.uk

For more information about the role, please contact the HR Office on 01325 254321.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see the St Teresa's Hospice Privacy Notice – recruitment, which is available from our website at <https://darlingtonhospice.org.uk/volunteering/>

St Teresa's Hospice has accreditation as a Disability Confident Employer. We are committed to giving opportunities to disabled people, and we encourage applications from all sectors of the community.