

HR & OD Officer

Job Summary

St Teresa's Hospice, Darlington is seeking applications to join our HR team in the new role of HR & OD Officer.

This is an exciting opportunity to join us in a new role, adding value to the organisation through a focus on Organisational Development (OD) through change and project management, efficient systems and practices, and workforce engagement, learning and development.

If you are keen to shape HR best practice in a charity that makes a real difference to patients and their families, then this could be the perfect opportunity for you.

Location: St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA

Hours: 22.5 hours per week over a minimum of 3 days, Monday to Friday

St Teresa's Hospice Band 5: £30,310 to £34,795 per annum pro rata (£18,186 to £20,877 actual for 22.5 hours per week)

Important application info:

Successful applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice. All posts are subject to a six-month probationary period.

The closing date for this job is: Sunday 8 June 2025.

Please be aware that we do not have a sponsor license, and are therefore only able to appoint candidates who are eligible to work in the UK.

Main duties of the job:

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

The HR & OD Officer will be a member of the Human Resources (HR) department, supporting managers to recruit and retain quality staff and volunteers, with a focus on Organisational Development.

Essential qualifications, skills and experience include:

- Level 5 or higher CIPD-accredited qualification in Human Resources, equivalent qualification or equivalent experience
- Experience of working in an HR and/or OD role, autonomously advising managers on people management, change management and workforce engagement
- Experience of project management and of leading change management initiatives, with strong project management skills
- Experience of involvement in restructuring situations involving changes to workforce roles and responsibilities from an HR, OD, management or consultation perspective

For further details, please see the job description and person specification.

An induction and ongoing training will be provided.

About Us:

Join an organisation where we all work together for a shared charitable goal, based in beautiful grounds, with a community feel and an inclusive culture.

Benefits of working for St T's include:

- Training and development opportunities
- Flexible working schemes
- Generous company annual leave, sick pay, and maternity/paternity/adoption pay entitlements
- Continuation of existing NHS pension scheme at Band 5+, and other pension schemes available
- Opportunities to attend and participate in fun and exciting fundraising and awareness events
- Workforce events, including long service awards
- Employee Assistance Programme including free counselling/CBT
- Discounted complementary therapies including acupuncture & massage
- Onsite Bistro
- Free eye tests for computer users
- Hospice-based staff are eligible for free annual flu jabs
- Free yoga classes, discounted local leisure centre membership and eligibility for Blue Light discount card

Please contact HR for further details.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see the NHS Jobs Privacy Notice and St Teresa's Hospice Recruitment Privacy Notice.

St Teresa's Hospice is a Disability Confident Employer. We are committed to employing and retaining disabled people, and we encourage applications from all sectors of the community.

To apply:

You can apply on NHS Jobs at: <https://www.jobs.nhs.uk/candidate/jobadvert/B0481-25-0005>, or go to www.jobs.nhs.uk and search for vacancy reference: B0481-25-0005

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

Our Values:

Our values are our core beliefs. They explain who we are, what we believe in and what we stand for.

