

## Darlington Volunteers - Volunteering for Health Coordinator

### Job Summary

St Teresa's Hospice, Darlington is seeking a Coordinator to develop, set up and deliver the activities of the new Darlington Volunteering for Health Hub.

Darlington Volunteers is a funded partnership between Citizens Advice Darlington, Redcar and Cleveland, Darlington Association on Disability, St Teresa's Hospice and County Durham and Darlington NHS Foundation Trust Charity.

Based at St Teresa's Hospice, you will work with Darlington Volunteers partners and other local organisations to develop and deliver an inclusive, contemporary, clear and supportive pathway to volunteering within health and social care in Darlington.

If you are passionate about removing barriers to volunteering and supporting the volunteering journey, 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 3 days Monday to Friday. As the project develops, you may need to work flexibly to meet the needs of the hub and its users, which may include some evening and/or weekend work.

**Fixed Term Contract Duration:** up to 30 June 2027.

**St Teresa's Hospice Band 3:** £14,429.40 - £14,985.00 per annum actual for 22.5 hours per week (based on a full-time equivalent salary range of £24,049 - £24,975 per annum).

### 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 29 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:

This role will contribute to developing infrastructure to maximise the potential of volunteering within the local health and social care sector, including support with recruitment, selection and compliance checks and centralised induction via a new volunteering hub.

You will work with local organisations supporting and engaging volunteers, and with people looking to volunteer in health and social care in the local area, including prospective volunteers for St Teresa's Hospice, for the other core Darlington Volunteers partners, and for other local partner organisations.

Your employer will be Teresa's Hospice, 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.

### Essential skills and experience include:

- Experience of working directly with the general public, and/or volunteers or prospective volunteers

- Experience of working in an administrative role, and maintaining confidential record-keeping systems
- Understanding of equality and diversity legislation and best practice including Equality Act 2010
- Excellent communication and interpersonal skills

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
- 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 will-writing service via Octopus Legacy
- 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 via NHS Jobs at: <https://www.jobs.nhs.uk/candidate/jobadvert/B0481-25-0006>, or go to [www.jobs.nhs.uk](http://www.jobs.nhs.uk) and search for vacancy reference: B0481-25-0006

**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.

