

HR L&D Administration Volunteer

Job Summary

St Teresa's Hospice, Darlington is seeking a dedicated, organised and motivated volunteer administrator to support the HR Office, with a primary focus on the Learning & Development (L&D) function. This role will help ensure Hospice L&D records are accurate and up to date, assist in organising and communicating L&D opportunities, and liaise with staff, volunteers, and managers regarding training requirements and compliance rates

Location: St Teresa's Hospice, Woodlands Road

Minimum Commitment: Ad hoc

1 post available

Organisation: St Teresa's Hospice (Independent Registered Charity)

Important application info:

Successful volunteer applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice.

Main duties of the job:

- Keep staff and volunteer training records up to date, including running reports, and data inputting to our record systems
- Send training reminders to managers and assist with chasing up overdue training
- Provide support to staff or volunteers who are experiencing difficulties completing e-learning
- Assist with arranging and booking training via external providers
- Advertise available training opportunities to managers, staff and volunteers, and administer booking processes
- Produce induction packs for staff and volunteers
- Ensure that confidential information is kept securely and in line with the Data Protection Act 2018/GDPR and all other relevant legislation
- Assist with any other admin tasks for the HR team as required

Essential skills / qualities include:

We welcome volunteers who are passionate about making a difference in their community and have the following skills and qualities:

- IT skills (word, excel, email)
- Office/Administrative experience is essential
- Flexible approach to work in order to deal with a fast-paced environment
- IT skills are essential
- HR or L&D experience desirable
- Training and Support will be given

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

Closing date for completed applications: This volunteer vacancy advert will close as soon as sufficient applications have been received. Please apply for this role as soon as you can, if interested.

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 <http://darlingtonhospice.org.uk/work-with-us/>

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

Our Values:

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

