



Wigan & Leigh Hospice



Recruitment pack

Practice Development Assistant
March 2025



Thank you for showing an interest in working for Wigan & Leigh Hospice.

Our services enable people with a life limiting illness to live well for as long as possible, by providing them, and those closest to them, with outstanding care.

Hospices play such an important role in their community, and Wigan & Leigh Hospice is no exception to that. We support almost 1400 people every year, when they need it most.

Our hospice services are only available thanks to the support of the local community who first came together just over 40 years ago to help us to open our hospice doors, and who continue to help us to keep our services running.

About the role

This is an exciting opportunity for an experienced healthcare assistant, who is keen to share their knowledge and skills with other care staff in the locality.

We are looking to appoint a health care assistant who has a passion for palliative and end of life care and education, and a commitment to developing others within the locality.

In the role you will participate in, and where indicated, lead on the planning, development, implementation, and evaluation of programmes of palliative and end of life care education. You will also spend time carrying out role modelling work with staff in their clinical settings and provide support visits to patients with identifiable palliative and end of life care needs.

Role profile is attached however we welcome an informal discussion with you prior to application and invite you to make an appointment to view our building and facilities. Appointments can be made by contacting the HR team by email or telephone.

The role is mainly based at the hospice, however regular travel to support staff across multiple care settings is required, therefore a full UK driving licence and access to a car insured for business use is essential.

Our team typically work 9am-5pm Monday to Friday however flexibility is required to hold sessions/meetings outside these hours with prior agreement.

Please take an inside look at Lesley's story here:
<https://www.wlh.org.uk/case-studies/lesley-story-2/>



What are we offering?

Salary: £14,130 per annum (pro rata of £24,897 per annum)

Working hours: 21 hours per week. Our team typically work 9am-5pm Monday to Friday however flexibility is required to hold sessions/meetings outside these hours with prior agreement.

We are also proud to offer a wide range of benefits, including:

- A warm and welcoming working environment,
- Hybrid approach to working,
- 35 days annual leave inclusive of bank holidays, increasing with length of service (pro rata for part time employees),
- Contributory pension scheme,
- Free car parking,
- Subsidised lunches,
- Cycle to Work Scheme,
- Shopping, leisure and holiday discounts
- On demand GP,
- Westfield Health Health Cash Plan,
- Life Assurance,
- A range of Wellbeing initiatives.



Role requirements

- IT literate – able to use Microsoft Office programs and email proficiently
- Experience in a clinical setting with palliative care knowledge
- A RQF Level 2 in Health and Social Care or equivalent to NVQ/QCF/CACHE Level 2 in Health and Social Care
- Team player and ability to work autonomously
- Someone who can work collaboratively with others in the team
- Full UK driving license with access to a vehicle insured for business use
- Someone who is committed to upholding the hospice's values of Compassion, Accessibility, Respect and Excellence.

“One thing I’ve learned during my time at the hospice is just how many people come together to make a difference to the lives of our patients and their loved ones, providing care and comfort when they need it most.”

Person Specification

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • RQF Level 2 in Health and Social Care or equivalent to NVQ/QCF/CACHE Level 2 in Health and Social Care. <p>Desirable</p> <ul style="list-style-type: none"> • Care Certificate (dedication to complete this upon commencement of the role)
Experience, skills and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Evidence of 'on the job' sharing of knowledge within the workplace • Experience in palliative and end of life care • IT literate – able to use Microsoft Office programs and email proficiently. • Effective written and verbal communication skills • Team player and ability to work autonomously. • Demonstrates a proactive approach to individual's needs. • Works towards achieving high professional standards. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working across primary and secondary care
Other	<p>Essential</p> <ul style="list-style-type: none"> • Full UK driving license with access to a vehicle insured for business use. • Enthusiasm for development and innovative practice. • Awareness of the Hospices charitable status and its reliance upon charitable donations which are influenced by clinical care delivery and the professionalism of hospice personnel. • Approachable and adaptable with a flexible approach to work • An ability to uphold the core values of the hospice • Self-motivated and enthusiastic.



How to apply

In the first instance please contact us to discuss the role further and to have a look around our facilities, then you will be asked to submit an application via NHS jobs or our application form. We can be contacted via 01942 525566 or hr@wlh.org.uk

The deadline for applications is **Sunday 30 March**. Interviews will be held at Wigan & Leigh Hospice, Kildare Street, Hindley.

If you would like to discuss the role further, please contact hr@wlh.org.uk to arrange this.