



Wigan & Leigh Hospice



# Recruitment pack

**Qualified Nurse, Health Care Assistants and Allied Health Professionals**

**June 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 roles

We are looking to appoint individuals from the following backgrounds: qualified nurses, health care assistants, social workers, occupational therapists, physiotherapists, paramedics, and other registered allied health professionals.

Successful candidates will have 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 partake in role modelling work with staff in their clinical settings, triage patient referrals and provide holistic assessments of individuals referred to the service from diverse care settings. You will also participate in the development of clinical services through audit, research, education, and management.

Role profiles are listed below 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.

Roles are mainly based at the Hospice, however, regular travel to support staff in the hospital, community settings, and care homes is required, therefore, a full UK driving licence and access to a car insured for business use is essential.

**Please take an inside look at Lesley and Marie's stories here:**

<https://www.wlh.org.uk/case-studies/lesley-story>

<https://www.wlh.org.uk/case-studies/maries-story>





# What are we offering?

- **Associate Practice Development Facilitator**, salary £32,131-£34,680 per annum
- **Practice Development Assistant**, salary £23,582-£26,158 per annum

**We welcome both full, part time and job share applications for these positions.**

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 Cash Plan,
- Life Assurance,
- A range of Wellbeing initiatives.

Existing membership of the NHS pension scheme may be transferable to this post, if contributions have been made within the last 12 months.

*We are committed to protect the privacy and security of your personal information. To see how we do this please visit our website and read our "Role Applicants Data Protection Compliance Statement (Privacy Notice)."*

## About us

Wigan and Leigh Hospice is a well-established charity which has been operating since 1983. We provide a wide range of palliative care services to people with advancing life-limiting illnesses of any diagnosis and to those people important to them. The support we offer is tailored to meet individuals' physical, social, spiritual, and emotional needs.



# Person Specification - Practice Development Assistant

Qualifications and Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Minimum of 2 years' experience in palliative and end of life care or can demonstrate relevant experience</li><li>• Evidence of 'on the job' sharing of knowledge within the workplace</li><li>• NVQ/QCF/CACHE level 2 as a minimum</li><li>• IT literate – able to use Microsoft Office programs and email proficiently</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Care Certificate (dedication to complete this upon commencement of the role)</li><li>• Experience of working across primary and secondary care</li></ul>
Skills and abilities	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Good communication skills</li><li>• Enthusiasm for development and innovative practice</li><li>• Flexible approach to working patterns</li><li>• Full UK driving licence with access to a vehicle insured for business use or ability to travel effectively to undertake required duties</li><li>• Ability to maintain confidentiality</li></ul>
Personal Qualities & Attributes	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• High professional standards</li><li>• Smart appearance</li><li>• 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</li></ul>



# Person Specification - Associate Practice Development Facilitator

Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> level Registered health or social care professional</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Post registration qualification/training in palliative care</li> <li>• Teaching qualification</li> <li>• Degree in relevant subject/working towards</li> </ul>
Experience, Skills and Knowledge	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Evidence of post registration experience in palliative care/relevant environment.</li> <li>• Evidence of teaching within the clinical setting</li> <li>• Understanding of the palliative and end of life care learning needs of staff across primary, secondary, and tertiary care</li> <li>• IT literate – able to use Microsoft Office programs and email proficiently</li> <li>• Effective written and verbal communication skills</li> <li>• Team player and ability to work autonomously</li> <li>• Demonstrates a proactive approach to individual's needs</li> <li>• Attendance at an advanced/enhanced communication skills course</li> <li>• Positive attitude to developing clinical practice and participation in change as it occurs</li> <li>• Research and audit experience</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in coaching staff/supervision</li> <li>• Varied experience of delivering formal education</li> <li>• Leadership experience in a work based settings</li> </ul>
Other	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full UK driving license with access to a vehicle insured for business use</li> <li>• Enthusiasm for development and innovative practice</li> <li>• 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</li> <li>• Approachable and adaptable with a flexible approach to work</li> <li>• An ability to uphold the core values of the hospice</li> <li>• Self motivated and enthusiastic</li> </ul>





## 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. We can be contacted via 01942 525566 or [hr@wlh.org.uk](mailto:hr@wlh.org.uk)

The deadline for applications is **Wednesday 02 July**. 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](mailto:hr@wlh.org.uk) to arrange this.