

Job title/s **Human Resources Administrator (Workforce)**
Contract: **37.5 hours week, Permanent subject to probation**
Hospice band: **Band 3 (£25,760 - £27,476)**
Hours: **37.5hrs - but would consider some flexibility for right candidate**
Closing date: **9.00am Monday 11th May 2026**
Interviews: **Thursday 21st May 2026**

Wirral Hospice St John's provides FREE care for adult patients with life-limiting illnesses. We also support carers and loved ones; families are at the heart of everything we do.

Although some NHS funding is received, the majority of our income is donated by individuals, families, groups, companies and charitable trusts. Every penny counts and helps us to make a real difference to the specialist care and support we provide for our patients and their loved ones.

We have an excellent opportunity for an experienced HR Administrator to join our Workforce Team. The postholder will support the day to day activities of the team, ensuring all tasks are completed to a high standard in a timely manner. This role supports all areas of the Hospice, and no day will be the same as we aim to make a difference to our colleagues and continue to develop our ways of working.

The post holder will be responsible for providing a HR services across the organisation, working with Line Managers to support timely recruitment and selection processes. You will play a key role in maintaining and updating a range of records and systems, ensuring accuracy at all times. Managing sensitive information with care and confidentiality. With training, you will provide support across the organisation on the use of our HR system.

You should enjoy working as part of a team and have a positive attitude and excellent communication skills. Attention to detail is essential, as well as having a pro-active approach, proven numeracy and accuracy skills, strong organisational and time management skills.

Flexibility, responsibility and professionalism are key. The successful candidate should have a desire to learn and be proactive in supporting our hospice's objectives and CARES values: Compassionate, Accountable, Respectful, Equitable and Sustainable.

What we offer:

27 days annual leave, plus bank holidays, continuation of NHS pension scheme or alternative pension schemes available, family-friendly policies, investment in learning and development opportunities, the opportunity for hybrid working in line with service needs as well as eligibility to apply for a Blue Light discount card. We also have staff support systems provided by our Employee Assistance Programme and Occupational Health Services.

This post is subject to an appropriate level of Disclosure & Barring Service Certificate.

For an information pack:

- Please visit our website at www.wirralhospice.org/job-vacancies
- Or email hr@wirralhospice.org or contact our Workforce Team on 0151 482 8990

If you would like to find out more about this opportunity before applying, please contact Jane Bohan, Director of Workforce: 0151 334 2778 email: hr@wirralhospice.org

Completed application forms to be returned to:

- Wirral Hospice St John's, Workforce Office, Mount Road, Higher Bebington, Wirral CH63 6JE
- Or emailed to: hr@wirralhospice.org

We reserve the right to close the process early, should we receive enough suitable applications, before the closing date