Cransley Hospice Trust (CHT) Recruitment Package Information

Job Role:	**Project Delivery Co-ordinator**
Salary:	£33,000 - £35,000 per annum
Holidays:	28 days (210hrs) + Bank Holidays
Contract:	Fixed Term (3 years)
Benefits:	Primarily office based with some hybrid working Health and Wellbeing Support Package Pension contribution (after three months)

Role

Following increased demand within the organisation, we have an exciting opportunity for a Project Delivery Coordinator to work within the Service Transformation and Commissioning team to support the implementation of development programmes commissioned by CHT.

Additional Information

Contract

This is a fixed term contract of three years with the option to extend the contract annually based on the continued need for project co-ordination.

Work Hours

This is a 37.50hrs per week role. CHT normal full-time working is 37.50hrs week. The normal office hours are 08.30hrs – 16.30hrs with a 30-minute unpaid break for lunch. The role requires the post holder to work some evening and weekends for which Time off in Lieu (TOIL) is agreed.

Salary Calculations

The organisation works to a salary scale system which remunerates staff on a basis of market economics, skills, experience and responsibility. These are negotiated individually with the post holder.

Employee Handbook

The organisation has a comprehensive Employee Handbook which will be made available to the post holder on the commencement of employment.

Hybrid Working

The organisation has a hybrid working environment for those whose roles are suitable.

This role does accommodate hybrid working although it is expected to be principally office based. As a guide, after the successful completion of a probation period, the organisation would expect the post holder to be office based at least three days a week to be able to undertake the appropriate support for the team.

Induction
CHT is keen to ensure that staff receive the best possible support to work as effectively as possible. It has a planned induction programme for all employees which is tailored to meet the needs of each job role.

Wellbeing Support
CHT currently provides its employees with a Westfield Health Support Scheme, details of which are provided to the successful postholder. Please note this is a discretionary support package, is subject to taxation as a benefit in kind, and may be withdrawn from the benefit package by the organisation at any time.

Pension Scheme
If you are eligible, you will be automatically enrolled into the company pension 3 months after the commencement of your employment. The pension has been arranged with The Peoples Pension and Cransley Hospice Trust will make contributions currently at the rate of 5% to your pension each month for as long as you remain in the scheme.

Holidays
Holiday entitlements are calculated pro-rata on a 28-day (210 hrs) full time basis. The holiday entitlement includes, by agreement with the staff, three fixed days taken between Christmas and New Year, so the offices are closed. There are practical exceptions to this which are discussed with individuals when fundraising events require a level of commitment during that period.

Organisational Values
CHT has a stated set of values (illustrated below) which all staff and volunteers should adhere to.