



Working



at **St Barnabas**

every day *matters*

StBarnabasHospice.co.uk

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A note from CEO, *Chris Wheway*

Thank you for your interest in working at St Barnabas Hospice. In 1979, the charity was established by a local team, dedicated to ensuring that Lincolnshire had a Hospice to be proud of. By providing high quality care to patients, families and carers, their aim was to enable people to live their lives as fully as possible.

Over the last four decades, the range of services we provide has grown, but our vision and mission have never changed. We rely on our amazing staff, volunteers and supporters to make this happen. As we continue to evolve, we are committed to supporting staff in every role. We look forward to receiving your application.





Our services

From humble beginnings, St Barnabas Hospice opened its doors to the first patient over 40 years ago. Today we deliver free, high quality, compassionate end-of-life care and support to more than 12,000 adults living with a life-limiting or terminal illness and their families.

At St Barnabas, we don't just offer inpatient hospice care. Alongside our Inpatient Unit in Lincoln and Hospice in the Hospital in Grantham, our community nurses support people in their own homes - 24 hours a day, 7 days a week.

As well as providing relief from physical discomfort, we provide spiritual and bereavement support to patients, families and carers, to nurture psychological wellbeing. We also offer welfare and benefits advice. Our Wellbeing Centres across the county host a variety of groups and sessions – from exercise classes to drop-in coffee mornings and creative groups.

“St Barnabas allows me to be **exclusively myself**, and feel **fully supported**. I can be **open, honest** and **ask for help** – and I can't *imagine* a better possibility when it comes to a workplace.”

Jodie Mentzel,
Systems Data Analyst

Our *vision*

is a world where dying with dignity, compassion and having choices is a fundamental part of a life.

Our *mission*

is to ensure all individuals facing the end of their life in Lincolnshire receive dignified, compassionate care when they require it and where they ask for it.

Our *values*

Aiming High

We reach for excellence and set the standard for others to follow. Celebrating individual and collective success and actively looking for ways to be even better.

Being Courageous

We push boundaries and provide challenge - standing up for what is right and supporting others to make a difference across all aspects of our work.

Working Better Together

We recognise the power of community; building connections and relationships which help us make a positive contribution. Respecting and valuing all contributions - we are ONE team, united and inspired by our common purpose.

Having Heart

People are at the centre of all we do. We're proud of our ability to work in tough situations with resilience, empathy and kindness.

Doing It Right

We are ethical, honest and use resources respectfully. Taking responsibility for our actions and doing what we say we'll do - we challenge others to do the same.



“ We do things for the **right reasons**. We all pull *together* to help each other deliver our **shared goals**. ”

Steve Bond,
Head of Volunteering

Why *work at* St Barnabas?

“There are so many reasons to work at St Barnabas. It’s a *compassionate, kind* organisation. My work-life balance has never been better.”

Sarah Christopher,
Head of Education

 Flexible and hybrid working	 Free parking	 Staff recognition stories
 Occupational sick pay	 Mileage allowance 45p per mile tax-free mileage	 Prize draws
 Maternity & adoption pay	 Access to discount schemes eg. Blue Light	 Length of service awards
 Special and compassionate leave	 In-house HR team	 ED&I clinics
 Unpaid leave	 Staff handbook	 Menopause Support Group
 Generous baseline annual leave allowance	 Staff induction	 Neurodiversity Champions
 Buying & selling of annual leave scheme	 Annual appraisals	 Freedom To Speak Up Guardians
 Training & development opportunities	 Regular one to ones	 Mindful Employer Plus
 Funding for courses	 Referrals to in-house counselling service	 Free DBS checks
 Generous stakeholder pension	 Referrals to occupational health service	 Choice to opt in or out of work time regulations
 Options for continuation of NHS pension	 Access to wellbeing resources	 Quality Improvements in Practice
 Death in service benefit	 We hold the Thrive at Work Wellbeing Accreditation	
 Health passport	 Access to wellbeing apps	
 Free uniforms	 Staff intranet	

Recruitment *process*



Privacy Policy

As part of any recruitment process, we must collect and process personal data relating to job applicants. We are committed to protecting your privacy, upholding your right to confidentiality and keeping any personal information that you share with us safe and secure. Candidate data is held on file for one year. You can find our full Privacy Policy at stbarnabashospice.co.uk/privacy-policy

Equality & Diversity

We strongly believe in equal opportunities. Throughout our recruitment and selection process, we ensure that no individual receives more or less favourable treatment on the grounds of race, age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation, religion or belief.



“ St Barnabas is always a very welcoming and friendly environment to work in. Everyone here *understands* we are here to all deliver a goal together. ”

Anonymous,
IM&T

Selection

The information you share with us as part of your application is the only information we use for selection. Equality and diversity data will not be taken into consideration during selection, with this information redacted before being sent to the recruiting manager. Candidates will be scored against the person specification criteria, and must meet the essential criteria to secure an interview. Desirable criteria will also be considered, particularly if we receive a large number of applicants.

Interview

Shortlisted candidates may initially be contacted by telephone, to be invited to an interview. This will be followed up with an email confirmation. Interview processes vary from role to role, with some requiring practical assessments or presentations while some involve a panel interview. As part of our neurodiversity pledge, we are happy to share interview questions in advance, to allow candidates to suitably prepare. After the interview, candidates will be contacted within one week with feedback.

References

As part of the shortlisting process, we require a minimum of two references from third parties which will be sought after the interview. When applying for a role with us, you must provide your most recent employer as a referee. If you are a school/college leaver or university graduate with limited employment history, please provide details of your tutor and the manager of any work placements, if applicable.

Appointment

Successful candidates will be sent an email with a conditional job offer – this may be preceded with a phone call. A conditional offer ensures that certain conditions, such as strong references, are met before the job is confirmed. You should not resign from your current job until the job offer is confirmed. Once all of the pre-employment checks have been completed, you will be contacted to arrange a start date.

Probation

St Barnabas has a probation period of six months for all new starters. Probation periods can be completed early, or extended by a further three months, depending on performance. Mandatory probation meetings will take place monthly to ensure objectives are met. In compliance with employer pension duties, you will be automatically enrolled as an active member of our pension scheme, after the first three months of your employment.

Further Guidance

All job vacancies have contact details regarding the best person to talk to about the listing. If you have any queries about the role, are experiencing technical issues or need advice about your application, please contact our HR team:

hrteam@stbarnabashospice.co.uk
01522 518 220

Good luck!



“Doing this work *nourishes* my soul and makes me a better person.”

Jake Bontoft,
Advanced Clinical Practitioner