



The Butterfly Hospice Trust in Boston is at an exciting and challenging stage in its development and we are seeking to appoint 2 high calibre individuals to these posts who will help us to continue to achieve our vision.

Head of Administration
Monday – Friday 37.5 hrs
Salary discussed at interview

To have overall responsibility for provision of effective HR, health and safety, office and administration systems to support the delivery of the organisation's objective of providing palliative and end of life care for local people.

It is essential that the post holder has the following experience and knowledge:

- Several years of relevant experience in HR, and business management, recognised qualifications would be an advantage.
- Experience of recruitment and selection, managing people, managing change, disciplinary and grievance procedures. Plus good knowledge of current employment legislation.
- Understanding of basic finance, accounting, and budgeting principles.
- Work requires professional written and verbal communication and interpersonal skills with proficient capability in MS Word, Excel, PowerPoint and Outlook.

Head of Volunteering
Monday – Friday 37.5 hrs
Salary discussed at interview

To have overall responsibility for the development and co-ordination of the Hospice Volunteer Bureau and all associated fundraising activities of the Butterfly Hospice Trust and to identify and develop new fundraising projects and opportunities.

It is essential that the post holder has the following experience and knowledge:

- Extensive experience of volunteer management, a volunteer management qualification would be an advantage.
- Knowledge and understanding of legislation and models of best practice applicable to working with volunteers, particularly in a healthcare environment.
- Proven track record of raising funds, which may include statutory or Big Lottery funding.

The Butterfly Hospice Trust strives to provide a supportive working environment for all staff and volunteers in order that they can develop personally and professionally and acquire new skills. The contribution made by staff and volunteers in achieving the organisation's goals is recognised by all.

If you are interested in either vacancy please email or telephone for a job description and application form. **Email: enquiries@butterflyhospice.com**

Telephone no: 01205 311222. Closing Date: Friday 17th February 2012