Hospice Recruitment and Retention in 2022

Paul Nott
recruitandretain.co.uk
Today

Job specifications

Advertising your roles

Making the offer
Recruitment in 2022
Recruitment in 2022

1. Sector less attractive
2. The great resignation
3. Uncertainty
Recruitment in 2022

1. Appropriate criteria
2. Flexibility, flexibility, flexibility
3. Salaries
NOW THE GOOD NEWS
Marketing
Job packs
Job packs

THE ORGANISATION AND THE DIFFERENCE MADE

CONTEXTUALISE THE ROLE

LINE MANAGER PROFILE

KEY SELLING POINTS

(ACTUALLY) ESSENTIAL CRITERIA
Adverts

- Key Selling points
- (Actually) essential criteria
- Quotes
- Use Social Media
- Be open to contact
Making the offer
(and the magic power of Wednesdays)
Charity A

Dear Gamma,

Provisional offer of employment:

Following your recent interview, I am pleased to provisionally offer you the position of Fundraising Manager, with a salary of £41,258 per annum.

This offer of employment is provisional subject to the receipt of references that are considered satisfactory by the organisation. Please note, this offer can be withdrawn if both references are not satisfactory.

I would be grateful if you would confirm your acceptance of this offer and a start date, returning a signed copy of this letter to me as soon as possible along with a completed personal details form and equal opportunities form (attached).

Following receipt of satisfactory references, you will be provided with a copy of your terms and conditions of employment for signature, which together with this letter will constitute your contract of employment with Charity A.

If you have any queries regarding your offer of employment, please do not hesitate to contact me on 020 7777 7777.

I look forward to hearing from you.

Yours sincerely,

Claire Smith
HR Advisor
Charity A

Charity B

"Without charity B, I wouldn’t have been able to see my daughter get married. I owe so much of the people who support you to make this possible" – Fred

Dear Sylvie,

Thank you so much for coming to meet with Sophie and the rest of the fundraising team yesterday. Sophie told me that she felt that you would be a great fit for the team and an exciting part of helping us continue to help keep families like Fred’s together for longer.

As discussed on the phone, we would like to offer you the role of Supporter Care Manager at a salary of £39,756 to start on Monday 7th February.

A few details (these will be covered in more detail in your contract):

- Your annual leave entitlement is 25 days per annum plus bank holidays and your birthday
- Usual working hours are Monday-Friday 9-5pm (but on your first day please arrive at 10am)

This offer is subject to:

- Two satisfactory references
- Your eligibility to work in the UK (see attached)
- A Clean DBS (formerly CRB) check to be submitted in your first week.

Please find attached:

- A proof image of your business card. Please return this within the next week with any amendments as we like to have these ready for you on your first day.
- Personal details form. Please fill in and send to me before your start date.

Sophie, Charlie, Frank and Shona are looking forward to welcoming you to Charity A on the 7th. Shona will be buddling you on day one.

I look forward to meeting you then, but in the interim if you have any questions at all you can contact me on the details below or contact Sophie directly on sophie@charityb.org.uk or her direct line 020 7777 7777.

Yours sincerely,

Catherine Brown
Charity B
Making the offer

1. By phone
2. Plan for all outcomes
3. Have a second choice
4. Offer quick
5. Feedback to all others
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