



**forget
me
not
children's
hospice**

Why work for Forget Me Not Children's Hospice?

Your guide

Registered Charity No. 1110457

“Russell House is where Macey comes to play!”



Macey is 15 and loves coming to Russell House, our children's hospice, where there's so much she can play with and explore. Emma, her mum, says, "Macey thrives in a big environment with lots of people around, so she's really happy at Russell House. She's always beaming when we arrive!"

Macey was diagnosed with a chromosomal abnormality when she was 10 months old. This has resulted in Macey having complex (drug resistant) epilepsy and global developmental delay. Macey is non-verbal with limited mobility and relies on her wheelchair. When she was 5, her epilepsy got much worse – she would suffer seizures every hour for up to 36 hours, each lasting about 20 minutes. "It was incredibly hard," says Emma, "and it meant we couldn't go anywhere, we couldn't plan to do anything because it was a vicious circle with only one good day, sometimes just half a day, before the seizures would start again. We couldn't even do anything on her birthday." Fortunately Macey was able to have a vagus nerve stimulation device implanted under her skin to help reduce the frequency and severity of her seizures, but she still needs assistance with every aspect of daily life.

It was around two and a half years ago that Macey and her family were introduced to Forget Me Not. "We had tried other places but Macey's needs were too complex." Now Macey spends time at Russell House, giving her family the chance to rest and relax, safe in the knowledge that Macey is getting the care she needs. It also means Emma and Macey's dad Carl can focus on Macey's brother, Jaxon, who's 11. "He's really into martial arts and, thanks to Forget Me Not, we were both able to go and watch him compete recently."

Meanwhile Macey was busy exploring all that Russell House has to offer! "She loves messy play," says Emma, "and playing with the musical instruments in the garden. Anything sensory or musical she really enjoys. It gives her the chance to interact with people – she loves getting applause for creating musical sounds!"

For Emma, this has huge benefits for Macey: "Macey's time at Russell House is for her, where she gets to have her own space, her independence and a chance to play."

Thank you for your interest in joining the Forget Me Not team

Originally created by a mum who didn't want other families to go through the same struggles she was facing getting local care and support for her son, Forget Me Not has been providing outstanding care to children with life-shortening conditions, their families and families living with the loss of their child across West Yorkshire since 2011.

Our mission is to care for children and families through pregnancy, childhood and loss. And we won't stop until every family who is facing uncertainty or living with the death of a child has the support they need and deserve.

We never forget how hard it can be for our families. We're always looking for ways to take a little bit of weight from their shoulders so they can enjoy life together, have fun and make magical memories that will last a lifetime.

To help us, we need people who will bring their best - because only the best will do for our families.



Do you have what it takes to make a lifetime of difference to families?

Gareth Pierce, CEO

Our values

Caring

We are one team and will always be kind, considerate and supportive.

Courageous

Together we have the strength and confidence to make brave choices.

Positive

We are passionate about making a difference and being the best we can be.

Pioneering

We challenge the status quo to make things better for children and families.

Genuine

We are true to ourselves and others.

What we do

By providing superb clinical care and therapy, days out, memory making, end of life care, bereavement support and counselling, Forget Me Not helps families make the most of every moment they have together

Supporting families across West Yorkshire and beyond, we start with what each family needs, offering them tailored support and we're always looking for new ways to support children and families. In doing so, we make a difference that lasts a lifetime.

Our care is rated outstanding by the CQC and we were the first children's hospice in Europe to employ a midwife so that we could provide support during pregnancy.

Our support for families devastated by the sudden and unexpected death of their child is unique and award-winning.

But as a charity, we wouldn't be here without the support of the local community. Since 1998, when the charity was first set up, individuals, groups, businesses and organisations have been raising funds so that we can both provide essential care and grow and develop what we do, so that more children and families get the support they need.

73p of every pound we spend goes directly in to providing care for children and families. The rest funds everything else we need to do to run our children's hospice, like fundraising and governance.





Working together for families

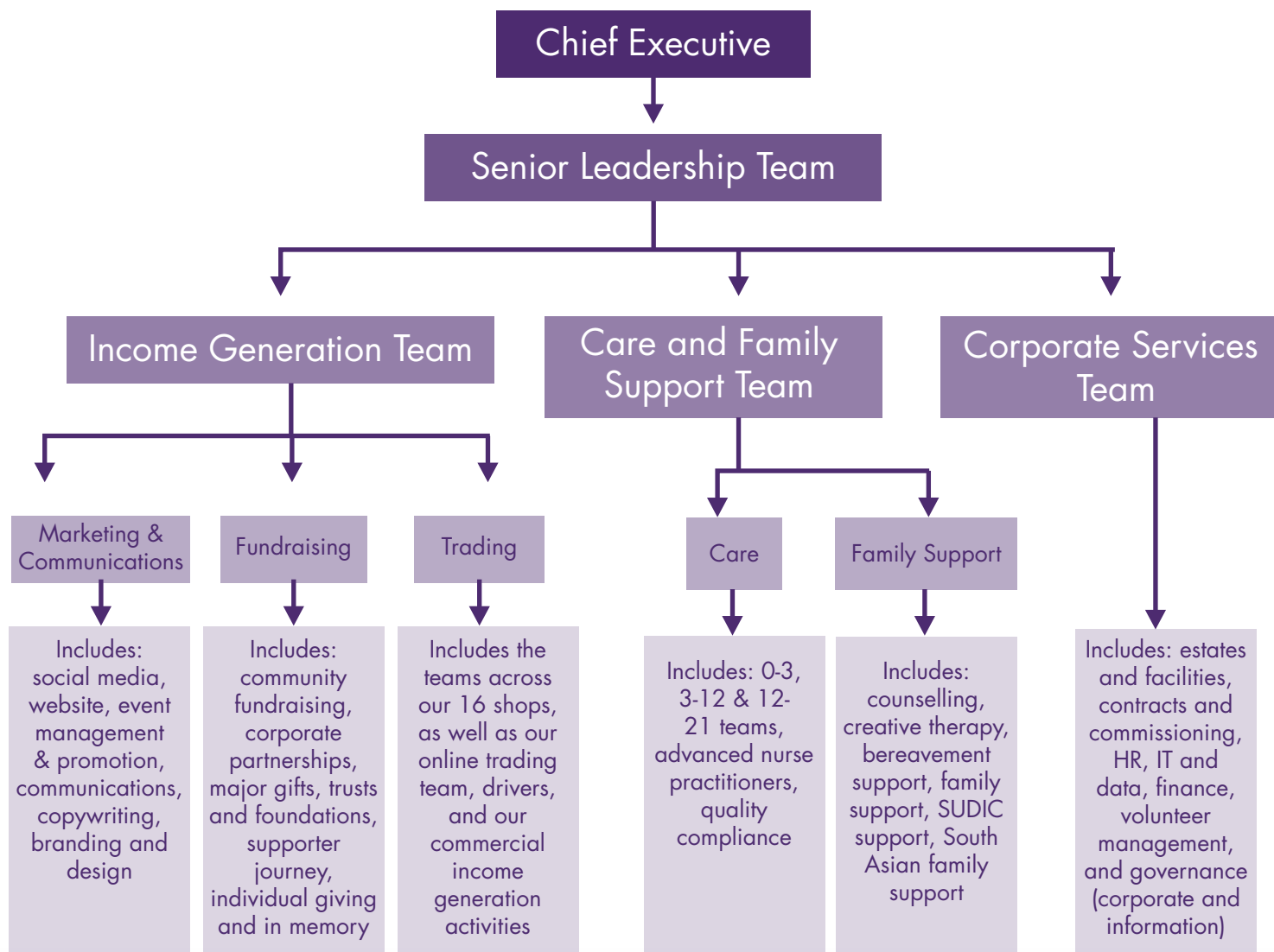
None of our work is possible without the best team giving their best. That's why we're **#OneTeam**

- Without our housekeepers ensuring the hospice is spotless, it wouldn't be safe for children to stay at Russell House.
- Without our fundraisers helping individuals, groups and businesses to raise money for our charity, we wouldn't exist to support children and families.
- Without our retail staff providing excellent customer service and maximising sales, our shops wouldn't generate vital income or be the face of Forget Me Not in the local community.
- Without our finance team ensuring every penny is spent in the best and most efficient way possible, funders wouldn't trust us to use their donations wisely.
- Without our care staff delivering outstanding clinical care, we wouldn't be able to provide families with the high quality support they need and deserve.
- Without our creative therapists using play, music, arts and crafts therapy, siblings might struggle to express how they feel and deal with their emotions.

These, and many more people besides, are the reason we're here, the reason we're able to provide the support families need. And the reason we feel proud to work for Forget Me Not. Join us, and you'll be just as integral and just as proud of your role in our success.

#OneTeam

How your role fits in



Looking after each other

We know our work isn't easy. And that we need to be at our best to give our best. So we look after each other too. Our wide-ranging wellbeing support includes resilience workshops, occupational health services and free 24/7 access to counselling, information and advice on a range of topics from family matters, relationships, debt management and workplace issues.

Benefits - Even more reasons to work at Forget Me Not:

- All our roles have been benchmarked against similar roles in the relevant industry and charity sector, to ensure our pay is competitive and fair
- 26 days' annual leave (pro rata), plus bank holidays, an extra day's holiday for every year you stay with us (up to 31 days, pro rata), and an extra day off to celebrate your birthday.
- We are available to families 24/7 so our care staff receive enhancements for working evenings, weekends and bank holidays
- We support flexible and hybrid working, including working from home if your role allows
- All staff are automatically entered into People's Pension, a simple, flexible and portable workplace pension
- We offer a death-in-service benefit of three times your annual salary, along with a free will-writing service for all employees.
- We have a wide range of personal and professional development opportunities tailored to your needs
- On joining Forget Me Not, you'll receive a full induction with your team and the wider organisation, as well as the training you need to get up to speed, ongoing support and personal development
- All hospice based staff can apply for a Blue Light card which offers discounts at hundreds of shops and services
- Free parking for those based at the hospice
- Staff can benefit from our Health Cash Plan with HSF, covering dental treatments, optical care, health screening, consultations and more
- We offer a range of wellbeing support services to help you maintain a work-life balance and feel supported both personally and professionally
- Plus we keep you up to date with a host of third party offers available to charity workers such as Company Shop, Tickets for Good, Cycle to Work and Ode Cards.

Our equal opportunities recruitment pledge:

We will actively encourage and support under-represented groups to join us as employees and to take up volunteering opportunities

We will always interview you if you are an applicant with disability who meets the essential requirements of the job and we will provide adjustments to the recruitment process if required

We are committed to supporting part-time and flexible working; we will consider part-time working requests for all our roles.

Before you start

Because of the nature of our work, there are some key steps we need to take to protect those we support.

If you're successful at interview, you will be required to complete a Disclosure and Barring Service (Criminal Records Bureau) Check.

At Forget Me Not, we all work in line with The Forget Me Not Way – our shared culture that shapes how we work together, support one another and care for the children, families and communities we serve. It reflects the behaviours and values we expect from everyone, helping us create an environment built on compassion, integrity, respect and trust.

Why work for Forget Me Not?

Because you'll be part of a team, all giving their best for the benefit of local children and families who just can't get the support we provide anywhere else.

Because you'll get to use your unique talents, skills and experience to make a real difference to those families, whatever your role.

Because you'll get the reward, recognition and appreciation you deserve for your passion, commitment and hard work.

Because The Forget Me Not Way is at the heart of how we work – creating a culture of compassionate leadership, where we build trusting relationships, support one another and help everyone to flourish.

Because you'll be empowered to be pioneering – we'll listen to your ideas and give you the space to try them out.

Because you'll be supported to do your best work and to develop your skills.

Because you'll see the impact you make on the children and families we support, every day.

Because you want to feel proud of the work you do and proud of the place where you work.

Forget Me Not is that place.





The best thing about working for Forget Me Not ...

"knowing we are helping children and families and making a difference to how they see a children's hospice"

"there is a big focus on peoples wellness and training which is very positive"

"variety in our work"

"working here has helped me grow and my confidence is higher than ever"

"we champion each other's success and stand shoulder to shoulder with each other when the going gets tough"

"Forget Me Not gives you the freedom to develop yourself professionally"

"making a difference in one person's life is a remarkable accomplishment and yet we do it to many every single day"

"feeling valued and people saying thank you"

"I love the positive atmosphere of the hospice, it feels like a family"

"being trusted to manage my time"

**comments from previous staff surveys*

Take the next step – and prepare to make a difference

We'd prefer it if no one needed the support of a children's hospice. That no one faced or was living with the loss of their child. That no one felt exhausted, helpless and alone because of their child's life-shortening condition. That no one had to experience the devastation of the sudden and unexpected death of their child.

But very sadly, many families do. We're here for these families, helping them make the most of every moment together. And every day we make a difference that lasts a lifetime.

Join our team and you will too.

Good luck with your application!

If you need any support with your application, require any adjustments during the recruitment process, or have any questions about working for Forget Me Not, please contact our HR team at hradmin@forgetmenotchild.co.uk



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www.forgetmenotchild.co.uk