

Charity Resources Officer

3 days a week £20,700 pro rata (£12420)

Part time, flexible hours, based in central Leeds

Why we're here

brainstrust is here to help the 60,000 people across the UK who are living with a brain tumour, and the people that care for them.

People who have just heard the words “you have a brain tumour” contact us around the clock for coaching and information that helps them feel less afraid and more in control”, and people come to our symposiums, meet ups and workshops to become more informed and less alone.

We know that brain tumours are the biggest cancer killer of children, and they kill more people under 40 than any other cancer. 16,000 people are diagnosed with a brain tumour every year and there is no evidence to say these numbers are improving.

But we also know that these statistics don't help you on the day you are told “you have a brain tumour”. Where research might help people in the future, we are here to help people come to terms with a diagnosis live the life they want to live today. And this role is vital to making this happen.

Who we need

Skills

You will be highly organised, used to working in a fast-paced and autonomous environment. You will be proactive, creative, resilient and able to plan ahead. You will be on fantastic terms with your computer, and you work best in a team. Prioritisation is second nature.

Motivation

Supporting your colleagues, the people we're here for and our supporters is what this role is all about and will be your main motivation for applying.

Experience

You will have had some experience working in a similar role (office administration, mailing, logistics, operations and/or shipping).

What's involved?

Every day will be different. You will be responsible for looking after and sending out our revered, accredited information to patients and caregivers and also all of *brainstrust's* fundraising resources. Fulfilling orders from our online store will also feature on your 'to do' list, especially around key events like Wear Grey and in the run up to Christmas.

Keeping accurate records of stock will help us stay efficient and responsive, and your role will be made easier with plenty of support from the team and a willing pool of volunteers (who will also need a bit of a steer!).

You will be working with our designer, our support specialists and our fundraising team in our busy Leeds office.

What makes it a great job

This is a part time role with flexible hours based in our central Leeds office. We are a dynamic and energetic team who are very supportive and great to work with. Many of the systems and processes have been established, so you will be able to hit the ground running however there is still plenty of scope to make your mark and make this job your own.

Apply now

Please send your CV and covering letter outlining your motivation for applying and highlighting why you are well suited to the role to join.us@brainstrust.org.uk

If you would like to talk about any aspects of the role please call us on 01983 292 405.