

Project Officer

12 month paid internship with scope and funding for development

£17,550 per annum

Predominately home based, West Midlands or West Yorkshire

Starting January 2021

There are over 70,000 people living with a brain tumour in the UK. 16,000 more people are diagnosed each year. 20-40% of all cancers spread to the brain. Brain tumours are the biggest cancer killer of the under 35s. The disease is responsible for over 20 years of life lost in the typical patient, making it the most lethal cancer. What causes brain tumours is unknown and incidence is increasing.

But we know that these statistics don't help you on the day you are told 'you have a brain tumour'.

We know a brain tumour diagnosis is confusing, isolating and overwhelming. We know these problems are exacerbated by not being able to access care and information quickly and easily. And we also know that access to proactive support, and good information can improve knowledge and understanding, reduce anxiety, increase preparedness for events, instil control and improve satisfaction with treatment in brain tumour patients. That's why we're here. *brainstrust's* support and information projects deliver measurable improvements in peoples' wellbeing.

The role

Your role will be multifaceted, but ultimately will be to keep *brainstrust* projects on-track to deliver them on time, in budget and without mission drift.

You will be working closely with our Support Team to devise and shape our programmes and events, forming robust patient-focussed project management plans. Your plans will help our Fundraising Team to secure grant funding by providing clear and concise information regarding proposed projects and programmes and your involvement in our projects will be from inception through to delivery. Your project support and evaluative methods will help to shape our future programmes and ensure that everybody continues to receive the appropriate levels of support throughout their journey, whilst ensuring that projects stick to the conditions of their funding agreements.

There will also be potential to contribute to the bid-writing process based on your expert project knowledge.

Aims

Your goal is to ensure that our projects and programmes are devised and delivered in a robust and sustainable way, within our charitable objects. You will be responsible for driving and pushing projects forwards, keeping them to time and budget.

You'll help us to support even more people by devising project management plans which enable us to deliver to our community of patients, families and care-givers.

Activities

If you are successful in your application you will:

- 1) Liaise with the Project Owners to review progress and to discuss future steps. You will arrange meetings with the project stakeholders, and be responsible for ensuring documentation is up to date and circulated before any meetings.
- 2) Work with our Head of Income and Director of Support to identify new project areas of need and necessary working patterns.
- 3) closely watch the project schedule, monitoring deadlines for each project task, checking regularly that every deadline is still possible, and report any potential delays to the Project Owner.
- 4) Actively support the projects from conception through to delivery by coordinating cross-team working, and engaging beneficiaries as appropriate to make sure the projects are meeting their needs in the best possible way.
- 5) Help identify problems or risks. Being so closely involved in our work, you will play a key role identifying and escalating any potential issues or risks that could effect the progression of the project. You will work with the Project Owner, to identify potential solutions.
- 5) Report on the success of the project delivery, and assist in maintaining records in line with funder obligations.

Profile

Whilst dedicated training will be provided to help you on your way with project management at *braintrust*, you will need to have some innate skills to get started.

We are looking for an analytical thinker with excellent problem-solving skills, a successful Project Officer is able to multi-task in a high volume, fast-paced work environment. You'll love working with a team and will have an innate desire and ability to set and meet goals. You will have a passion for concise information and timely delivery, and you thrive when there is a goal to achieve.

You will have thorough familiarity with MS Office and you will have used project scheduling computer applications, and you'll be confident with numbers, statistics and written word. You will be able to work effectively as a team member and independently and able to manage multiple priorities under pressure without breaking a sweat.

Excellent written and verbal communication skills are key, alongside critical and creative thinking and the ability to pause and reflect. You won't take things at face value and will love to interrogate a brief to be sure that we're working towards the

right objectives. It's important that you can work independently, but also understand the value of communicating with the wider team. You will also need to have exemplary organisational skills.

The application process

You are applying for a 'Time to Shine' internship award, supported by the Rank Foundation. The role pays the living wage and there is a significant focus on learning and development to suit your needs and goals for your future career.

You will need to be available for interview on two separate dates, the first of which will be 28th October via Zoom. The second interview will be with the Rank Foundation between 2nd – 10th November via Zoom (date TBC).

To apply, please email a short CV and covering letter to Jodie Eveleigh at join.us@brainstrust.org.uk.

Closing date for applications is midnight on Sunday 25th October 2020.