

Beneficiary Events Officer

- Remote (home-based), Leeds office, or hybrid
- £26,000 - £28,000 (pro-rata to hours worked)
- Part-time, 3 days/week (24 hours)
- 32 days holiday (pro-rata to hours worked)
- Flexible workplace pension with 3% employer contribution

About *brainstrust*:

At *brainstrust*, our mission is to support people living with a brain tumour and their caregivers through every stage of their journey. Our services include a robust programme of support and information, developed to ensure our beneficiaries feel more in control, better supported, more resourced, and less isolated. We are expanding our successful programme of regular events—online and in-person— to strengthen our community, share valuable expert information, and empower people with a brain tumour, and those around them, with coaching.

A brain tumour diagnosis brings significant challenges to the patient and those around them. People find they can't walk; they can't talk; they can't see; they can't hear; they can no longer drive, and they can no longer work. Treatment is harmful and remains unchanged in 20+ years. Neurological fatigue is debilitating, and behaviour and personality change makes family life even harder.

brainstrust is a UK-wide charity uniquely dedicated to providing essential support and information to brain tumour patients and their families, and to supporting clinical research. With a mission to improve the quality of life for those affected by brain tumours, *brainstrust* offers a range of services, including coaching, patient and carer information, peer support, rapid-access counselling, and skills development for patients, their families and health care professionals.

By building communities, providing services and raising awareness, *brainstrust* makes a positive impact on the lives of individuals facing the challenges of brain tumours. People feel less alone, less afraid, more in control, better resourced, and more confident engaging with their clinical care.



About brain tumours

Every two hours, someone is diagnosed with a brain tumour in England
In the UK, 16,000 people each year are diagnosed with a brain tumour
Only 12% of brain tumour patients survive beyond five years of their diagnosis
Brain tumours are the chief cause of cancer deaths in children and young people
Brain tumours continue to kill more children and adults under the age of 40 than any other cancer
Brain tumours deaths are rising, representing 2.6% of all deaths from cancer
Brain tumours kill more men under 70 than prostate cancer and more women under 35 than breast cancer
Incidences of and deaths from brain tumours are increasing

There is a vibrant eco-system of charities, clinicians, companies and campaigners that are working to address these issues, of which *brainstrust* is proud to be an instigator and collaborator.

Role Purpose:

As Beneficiary Events Officer you will curate and promote *brainstrust's* revered events programme, which includes regular online webinars and support groups delivered by diagnosis, a growing portfolio of volunteer-led face-to-face meet-ups across the UK, and an annual in-person conference. This role is pivotal in creating a safe, supportive, engaging, enabling and energising environment for the people that need to be better connected, better informed and more confident on their individual journeys.

Key Responsibilities:

With the full assistance of our team of Support Specialists, you will be responsible for:

Event Programme Development & Delivery:

- With the foundations of our existing and thriving programme already in place, you will plan, develop, and deliver an annual calendar of beneficiary events, including webinars and workshops, online support groups, local in-person meet-ups, and an annual conference, alongside our team of Support Specialists.
- Develop event content and formats that meet the needs of our beneficiaries, creating supportive, informative, and accessible experiences.
- Coordinate event logistics including venue bookings, technology requirements, scheduling, and supplier/partner liaison.

Volunteer Recruitment & Management:

- Identify and recruit volunteers to support with event delivery, both online and in-person.
- Provide training, guidance, and support to volunteers, ensuring they understand their role and responsibilities.

- Build a motivated, resilient volunteer community who feel valued and empowered in their roles.

Community Engagement:

- Work closely with the Head of Support and the wider *brainstrust* team to ensure events align with *brainstrust's* mission and objectives.
- Act as a key contact for beneficiaries and volunteers, fostering positive, supportive relationships.
- Collect feedback continuously from participants to improve event quality and impact.

Communications & Marketing Support:

- Collaborate with the Communications team and our designer to promote events through *brainstrust's* website, social media channels, newsletters, and other platforms.
- Create clear and engaging event descriptions and participant resources.

Person Specification:

Essential:

- Proven experience in planning and delivering events, ideally in a healthcare, nonprofit, or community support context.
- Excellent organisational and project management skills.
- Strong communication and interpersonal skills, with the ability to engage empathetically with patients and caregivers.
- Experience recruiting, managing, and motivating volunteers.
- Experience of maintaining information, databases and patient records confidentially and safely
- Ability to work independently, meet deadlines, and handle multiple priorities.
- Proficiency with digital platforms and virtual event technology.

Desirable:

- Experience in a patient or caregiver support role.
- Experience of coaching, either as a coachee or coach
- Understanding of the healthcare and/or charity sector.
- Based in or near Leeds, though remote applicants are welcome.

Working at *brainstrust*:

At *brainstrust*, we offer a supportive and purposeful working environment and value autonomy, flexibility and personal growth. We are looking for someone who can grow in their role with us. You'll have the opportunity to make a meaningful impact on the lives of people living with a brain tumour and to shape an evolving programme that meets their unique needs.



How to Apply:

To apply, please send your CV and a brief cover letter detailing your relevant experience to join.us@brainstrust.org.uk. Please include the 'Events Officer' in the subject line. The deadline for applications is 1700, 28th February 2025.

Please ensure your application demonstrates how your experience and skills match the person specification outlined above.

As an inclusive organisation committed to equal opportunities, we recognise the need for greater diversity in the charity sector, so we welcome and encourage candidates from a diverse range of backgrounds to apply for this role.

To allow continual monitoring and improvement of our equality, diversity and inclusion activity, we would be grateful if you could complete **this anonymous survey** once you have submitted your application. Your responses are not linked to and will have no bearing on the outcome of your application.



Regional office:

C19–C21, Joseph's Well
Hanover Walk, Leeds LS3 1AB

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