Registered office:
4 Yvery Court, Castle Road
Cowes, Isle of Wight PO31 7QG

t +44 (0)1983 292 405
e hq@brainstrust.org.uk

www.brainstrust.org.uk
www.braintumourhub.org.uk

x.com/brainstrust
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brainstrustuk

Business Support Manager

Location: Hybrid (central Leeds office) or remote working depending on preference and experience

Salary: £36,000 per annum

Contract Type: Full-time, permanent

Reports to: Chief Executive

About us

brainstrust is the charity dedicated to helping people with brain tumours and their families. We provide comprehensive practical and emotional support services and revered information that is proven to enhance the quality of life for those affected by brain tumours. With our PRIME service we also enable patients to have a voice in research. We're a close-knit and purposeful team of around 20, and we're looking for an organised, personable Business Manager to keep our operations, governance and people processes running smoothly so we can double the number of people we help in the next 5 years.

About the role

Purpose:

As our Business Manager, you'll be the operational backbone of *brainstrust*, supporting our Chief Executive and leadership team, coordinating trustee meetings, liaising with our HR and IT partners, and keeping the rest of the organisation running smoothly day to day.

Responsibilities:

Executive support: Manage diaries for the CEO and senior leadership team; coordinate meeting scheduling; prepare agendas and papers.

Governance: Organise our four trustee meetings a year, including venue booking and papers; support the AGM and board sub-committees; take minutes and track actions to completion.

Travel and expenses: Administer a centralised travel and expense system; process claims; ensure policy compliance.

HR liaison: Be the first point of contact for colleagues on holiday, sickness and general queries; liaise with our external HR advisor on complaints and policy reviews.

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

brainstrust is a registered charitable trust. Registered with the Charity Commission for England and Wales as Charity No. 1114634. Registered with the Office of the Scottish Charity Regulator as Charity No. SC044642.

brainstrust
the brain cancer people

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IT liaison: Manage our external IT support contract; coordinate training and onboarding/offboarding; track contract renewals and policy reviews.

Internal communications: Keep the team's shared calendar and internal communications structured around our key projects and programmes, harmonising different ways of working across the team.

Minutes and actions: Minute key meetings and chase actions through to completion.

About you

You'll have experience supporting a CEO or senior leadership team, including diary and meeting management, and you'll be confident coordinating board or trustee meetings and producing accurate minutes and action logs.

You're comfortable liaising with external suppliers and advisors — HR, IT or similar — on contracts and day-to-day queries, and you bring strong organisational and prioritisation skills to juggling several workstreams at once in a small team.

Your written communication is excellent, with the discretion needed for HR and governance matters, and you're comfortable with, or able to quickly learn, expense and travel platforms and standard office or HR systems.

Experience in a small charity or similarly lean organisation would be an advantage, as would working knowledge of UK employment basics gained through liaising with an HR advisor, and experience administering a centralised travel or expense tool.

Apply today

To apply, please send your CV and a covering letter detailing your motivation and suitability for the role to join.us@brainstrust.org.uk by 22nd November. Please include 'BSM role' in your email subject.

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.

Registered with FUNDRAISING REGULATOR

Trusted Information Creator
Patient Information Forum

SUPPORTING THE BRAIN TUMOUR COMMUNITY 20 years SINCE 2006

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