

Job Title

Charity Officer, Myrovlytis Trust

Introduction

The Myrovlytis Trust aims to promote research into rare genetic disorders and to advance education of the public in medical and molecular genetics. The Trust is focusing initially on Birt-Hogg-Dubé syndrome. www.MyrovlytisTrust.org

Duties and Responsibilities

The Charity Officer will work with, and provide support to, the charity manager to enable the Trust to broaden and deepen its activities. Duties will include:

- Providing day-to-day administrative support to the Trust, including its research and travel grants programmes;
- Regular website updating including producing some content;
- Maintaining awareness of advances in research into BHD syndrome;
- Assisting with other Myrovlytis Trust matters as required.

Person specification

- A graduate in a relevant biological science;
- Interest in the charitable sector (medical/health field preferred);
- Administrative experience;
- The ability to work independently and use his/her own initiative;
- Excellent interpersonal and communication (written and oral) skills; a strong commitment to open communication, flexibility and participation at all levels;
- Ability to work to tight deadlines;
- Understanding and sensitivity when dealing with patient groups and professionals concerned with rare genetic diseases;
- Excellent IT skills with a working knowledge of Word, Excel and communication tools.

Salary

Competitive and commensurate with experience.

To apply

Email to contact@myrovlytistrust.org:

1. CV
2. Letter describing your suitability to the position and why you want it

The successful candidate may work from home, with regular meetings at the Trust's offices in SW1, London. Informal enquiries may be addressed to John Solly john@myrovlytistrust.org. Closing date: 15th March: earlier applications will be considered and an earlier appointment may be made.