

## Communications and Administration Officer – Myrovlytis Trust

The [Myrovlytis Trust](#) is a medical charity promoting research into rare genetic kidney disorders such as Birt-Hogg-Dubé syndrome. Since 2007, we have awarded more than £4.5 million in research grants to laboratories around the world.

The Myrovlytis Trust currently has a full-time position available for a Communications and Administration Officer.

The successful candidate will have a key role in enabling the growth of the Trust by managing communications and providing daily administrative support. You will gain experience working in the medical research sector, managing resources published for a global audience, as well as contributing your ideas at the core of an international research-funding organisation. For the right person, there may be opportunity for the position to develop.

Specific duties include:

- Maintaining the Trust's websites;
- Writing/editing content for websites and ensuring content meets accreditation standards;
- Managing and expanding communication of the Trust's work and information;
- Interacting with people affected by a rare genetic disease, clinicians and others looking for information on BHD syndrome;
- Maintaining awareness of developments in the relevant genetic conditions, as well as rare disease advocacy;
- General office administration and handling telephone calls;
- Other duties as directed from time to time.

Desired competencies include:

- Degree in a relevant subject;
- Excellent organisational, communication (written and oral) and team-working skills;
- Excellent time management and attention to detail;
- Good IT skills, experience working in an office.

Candidates must be understanding and sensitive of the issues around rare genetic disease. Candidates with familiarity with publication-level scientific style might be preferred.

The position will be based at the Trust's offices in SW1, London. Salary will be competitive and commensurate with experience.

To apply, please submit a CV and cover letter to [jobs@myrovlytistrust.org](mailto:jobs@myrovlytistrust.org), indicating why you are applying for the position and what you could bring to the role.

Informal enquiries may be emailed to [contact@myrovlytistrust.org](mailto:contact@myrovlytistrust.org).

**Application deadline: 5 pm 13<sup>th</sup> August. Initial interviews will be held the weeks of 13<sup>th</sup> and 20<sup>th</sup> August.**