

myrovlytis trust

Job Title: Charity Officer

Working For: Myrovlytis Trust

Location: London, SW1X

Salary: £33k-£36k

Job Details:

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 £5 million in research grants to laboratories around the world.

The Myrovlytis Trust currently has a full- or part-time position available for a Charity Officer. The successful candidate will gain experience working in the medical research and communication sector, 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.

Person Specifications

- Degree in a relevant biological science, ideally a PhD.
- Capable of working independently and using own initiative.
- Excellent interpersonal and communication (written and oral) skills, familiarity with publication level scientific style would be advantageous.
- A strong commitment to open communication, flexibility and participation at all levels.
- Good IT skills, a willingness to learn, and the ability to work to tight deadlines.
- Be understanding and sensitive when dealing with people affected by, and professionals concerned with, rare genetic diseases.

For more information and application guidelines, please visit the [Myrovlytis Trust](#) website.

Closing Date: 9am Friday 2nd June 2017

Interview Date: TBC

Start Date: ASAP

Application Details:

To apply, please submit a CV and cover letter to contact@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.

Website: www.myrovlytistrust.org

Charity Officer

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 over £5 million in research grants to laboratories around the world.

The Myrovlytis Trust currently has a full- or part-time position available for a Charity Officer.

The successful candidate will have a key role in enabling the growth of the Trust. You will gain experience working in the medical research and communication sector, 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 awareness of advances in research into BHD syndrome to help contribute to the Trust's scientific strategy;
- Communication with the BHD research and patient communities, including website maintenance and content generation;
- Liaising with grant holders to optimise research progress;
- Representing Myrovlytis Trust within the rare and genetic disease communities and at associated healthcare meetings;
- Assisting with other appropriate Myrovlytis Trust matters as required.

Desired competencies:

You will have a degree in a relevant biological science, ideally a PhD. You will be capable of working independently and using your own initiative. You will have excellent interpersonal and communication (written and oral) skills, and a strong commitment to open communication, flexibility and participation at all levels. Familiarity with publication level scientific style would be advantageous. You will have good IT skills, a willingness to learn, and be able to work to tight deadlines. You will be understanding and sensitive when dealing with people affected by, and professionals concerned with, rare genetic diseases.

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

To apply, please submit a CV and cover letter to contact@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.

Application Deadline: 9am, Friday 2nd June. Earlier applications will be considered and an earlier appointment may be made.