



Job Title: Communication and Research Administrator

Location/Geographical Region: within commuting distance of Brighton

Hours of work: 17.5 hours per week (10.5 hours home based; 7 hours Brighton) Fixed term temporary contract for one year (renewable subject to funding).

Salary: NJC Scale 5 point 22-25 £9685-£10,622 (£19,370-£21,244 full time equivalent)

Pension: Stakeholder pension package available (employer contribution 6%)

Holiday Entitlement: 5 weeks annual leave (pro rata) plus one extra day off between Xmas and New Year plus 8 bank holidays (pro rata)

Notice period: one month

Accountability: The post holder will be accountable to the Tuberous Sclerosis Association (TSA) Board of Trustees through the Chairman and will be line managed by the Head of Development and Support Services. Day to day supervision whilst based at Brighton will be provided by the Deputy Head of Research.

Job Summary:

To contribute to the delivery of the TSA strategic plan ensuring objectives are achieved

To work effectively with the TSA Heads of Department (Appeals & Publicity, Development & Support Services, and Research) to develop and implement a wide range of information services for children, families and adults based on local need.

To develop and monitor the TSA website, ensuring consistently high quality, updated information.

To provide administrative support to the Research Department.

Duties and Responsibilities:

Website:-

- Maintain the TSA website with technical support from the volunteer TSA webmaster
- In liaison with the TSA Heads of Department, identify appropriate material (images, artwork and articles) for inclusion from internal and external sources
- Ensure all information on the website is up to date, accurate and tailored to the target audience
- Ensure that the website discussion forum is updated on relevant TSA information and events
- Contribute to ongoing website development in collaboration with the Head of Development & Support Services and the webmaster
- Provide reports for the TSA Board and Support Services committee meetings
- Assist in the development of editorial, copyright and data protection policies and best practice
- Monitor levels of activity on an ongoing basis and evaluate accordingly
- Develop and maintain an awareness of the changing communication needs of the charity

Scan publication -

- Edit the Association's publication, issued 3 times per year
- Ensure contributors supply timely copy

Projects

- Work with the Head of Development & Support Services on specific time limited projects in response to need
- Develop appropriate promotional/educational material in response to need
- Review/update TSA leaflets as required/appropriate

Research administration

- Support the Deputy Head of Research on research grant administration, including the processing of applications, and maintenance of grant spreadsheets
- Provide general administrative assistance to the research team including meeting documentation
- Provide administrative support to the Research department in conference and study day organisation as required

Reporting

- Attend quarterly development meetings with the Head of Development and Support Services

- Provide development reports for the TSA Board and Support Services committee meetings

Person specification

Knowledge	
Understanding of website design and development	Desirable
An interest in/knowledge of scientific research issues	Essential
Experience	
Experience of website maintenance	Essential
Experience in publication design and production/journalism including writing to deadlines, editing and proof reading	Desirable
Administrative experience in a medical/charity setting	Desirable
Skills	
Ability to express complex information in language appropriate to the target audience	Essential
Expertise in MS Office applications	Essential
Ability to use html	Desirable
Ability to work flexibly, independently and as part of a diverse team	Essential
Excellent interpersonal and communication skills	Essential
Attention to detail	Essential
Aptitude for figures	Essential
Adaptability and ability to pick up new techniques	Desirable

We value diversity in our workplace and we encourage applications from all sectors of the community.

For informal enquiries about this post please call:

Jane Cox, Deputy Head of Research, on 01273 696955 extension 3541
or Fiona McGlynn, Head of Development and Support Services on 05602 420809 (Tues-Friday 0800-1400)

For full job description, job specification and an electronic application form, please download a copy directly from our website:

<http://www.tuberous-sclerosis.org/articles/1638>

Alternatively please e-mail Diane Sanson at diane.sanson@tuberous-sclerosis.org or call 0121 445 6970 to request a paper copy.

Completed applications should be returned to Diane at diane.sanson@tuberous-sclerosis.org or posted to:
Diane Sanson, Head of Administration, Tuberous Sclerosis Association,
PO Box 12979 Barnt Green, Birmingham, B45 5AN

We are unable to contact all applicants individually, but thank you in advance for your interest. If you have not heard from us by the 9th April please assume that you have not been short listed. **Interviews** will be held on Friday the 17th April/Saturday the 18th April in London.

Closing date: Sunday 5th April at 1700