



## About us:

Tom's Trust is dedicated to providing crucial psychological support to children and young people diagnosed with brain and central nervous system tumours, along with their families. A brain tumour diagnosis can be devastating, profoundly affecting the lives of children and their families. Sadly, a third of these children do not survive, and 62% are left with life-altering disabilities. Timely psychological support has been shown to significantly improve their cognitive function and quality of life. We provide this intervention right from diagnosis and provide the best chance for children with brain tumours to get back to school, resume their lives and go on to achieve their full potential.

We are the only UK charity solely focused on providing this vital support to children with brain tumours and their families, addressing a significant gap in services. We're a growing charity with a dedicated and friendly team, offering hybrid and remote work options. Tom's Trust is an equal opportunities employer, dedicated to fostering an inclusive work environment for all our employees. For more information, visit our website: [www.tomstrust.org.uk](http://www.tomstrust.org.uk).

## Job Title: Administrator and Data Collection

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**Location:** Home-based with travel to our Cambridge office once a week or fortnight

**Hours:** Part time or potentially full time (including Tuesday for staff meetings), flexible with hybrid work arrangements

**Reports to:** CEO

**Salary:** £23,000 per annum or part time pro rata

Are you ready to make a meaningful difference in the lives of children facing brain tumours and their families? With thanks to funding from the National Lottery Reaching Communities Fund we are seeking an administrator to help us to support the Senior Leadership Team, collect, collate and disseminate data from our services around the country, ensure support is given where needed with governance and HR tasks including minute taking and diary management.

## Key Duties:

- To support the Senior Leadership Team including:
  - organising team, regional and national in-person and online meetings
  - organising data collection from our services in hospitals, with straightforward analysis and putting it into a presentation
  - supporting the CEO with governance and HR tasks including diary, note/minutes and other documents and liaising with the team to get reports

Tom's Trust, PO Box 276, Saffron Walden, Essex CB10 9GE  
0300 102 8667 [www.tomstrust.org.uk](http://www.tomstrust.org.uk)

Trustees: Andrew Woosey (Chair of Trustees), Andrew Whiteley (Founder)  
Dr Peter Gough, Catherine Harter, Anil Malhotra, Martin Shave, Jodie Vaughan, Alexandra Worden

Registered Charitable Incorporated Organisation number: 1183559 (formerly Registered Charity 1142670)

- building up a good knowledge of SharePoint and other resources and organising them to best effect for staff
- support with general office tasks including some data entry and follow up after events

**We're looking for:**

An enthusiastic, friendly and highly organised person able to work confidentially as a lynch pin in the team.

You should have:

- A passion for supporting our mission
- Strong organisational skills, the ability to work quickly and responsively, and good attention to detail
- Confidence when working with staff and stakeholders including an excellent telephone and email manner and good writing skills
- Excellent Microsoft Office skills
- Knowledge of data collection including straightforward analysis and presentation

**Why Tom's Trust:**

- A chance to work in a friendly, dedicated team
- Flexibility with hybrid work arrangements
- Laptop and IT support provided
- Internal training provided
- Make a real impact on the lives of vulnerable children and their families
- Join an equal opportunities employer that celebrates diversity

If you're ready to be part of a growing charity with a vital mission, we want to hear from you! Apply by 5pm on Tuesday 30 April with your CV and a covering letter to Rebecca Wood at [rebecca@tomstrust.org.uk](mailto:rebecca@tomstrust.org.uk). Virtual interviews on Thursday 9<sup>th</sup> May (alternative dates available).