

## **Brain Tumour Research - Job Description**

### **Database Assistant (FTC)**

#### **Job Purpose:**

This is a fantastic opportunity for an individual who wants to make a difference in one of the most innovative and exciting medical research fundraising charities in the UK.

The Database Assistant plays a key role in the Finance and Operations team delivering high quality reporting, with analysis when required for the organisation to make informed decisions in order to achieve our strategic goals.

You'll enjoy being part of and contributing to a busy, experienced, fast-working, and dedicated fundraising team while working cross functionally with other departments such as Community Fundraising and Marketing and PR.

Brain Tumour Research is an exciting, innovative, and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

**Reports to:** Systems Manager

**Direct Reports:** None

**Location:** Head Office, Milton Keynes. We offer hybrid working, minimum three days per week in the office

**Contract:** Fixed Term Contract – Six months

**Hours:** Full-time, 35 hours per week

#### **Requisite Skills and Experience:**

- Experience using a CRM database
- Strong Excel skills
- Good attention to detail
- Ability to work proactively and independently
- Ability to analyze problems and develop solutions
- Experience working with MS Office
- Excellent communication skills, including strong listening skills



- Excellent time management skills

**Main duties and responsibilities:**

- Regular data uploads to the CRM from Facebook, Shopify, FundraiseUp, and the website
- Complete performance dashboard reporting, handling regular data extracts and inputs to support dashboards
- Support the Finance team with regular reporting for other teams, such as Digital Marketing and Community Fundraising
- When required, code JustGiving pages
- Regular exception reporting and data cleansing on the CRM
- Mailing extract for quarterly postal mailings
- Basic IT support
- Assist with ad-hoc reporting, analysis and Excel work requested from other teams
- Ensure that relevant charity and other legislation is complied with
- To comply with Brain Tumour Research's internal policies and procedures
- To undertake any other reasonable duties and required by the Systems Manager