

Brain Tumour Ireland: Information Officer

Description:

Brain Tumour Ireland was founded in 2012 by a small group of people caring for a family member who was sadly lost to a Brain Tumour. As a national voluntary organisation our aim is to provide information, guidance and support to Brain Tumour patients and their caregivers. For more information see www.braintumourireland.com.

Brain Tumour Ireland is now looking for an enthusiastic, reliable and highly motivated individual to join our existing team of volunteers. Applicants must provide suitable character references and if successful, be willing to undertake training as required.

Role:

The purpose of this role is to provide a comprehensive and focused information service to clients.

Reports to:

Volunteer Coordinator

Hours:

Fixed Term (one year) Part time (17.5 hours per week)

Location:

Dublin

Duties and Responsibilities:

- Research and source information to facilitate the development of a range of information leaflets for people with Brain Tumours and their families
- Liaise with the BTI advisory board regarding leaflet content
- Liaise with BTI website coordinator to ensure information is updated on the website

Requirements:

- Ability to work as part of a team
- Good computer skills
- Resourceful and ability to search for relevant information

- Good organisational skills
- Good interpersonal skills

Desirable:

- Knowledge of or experience in working in the not for profit sector
- Knowledge of or experience in working in the health sector
- Experience of undertaking research

To apply, please send your CV and cover letter to Naomi at email address **info@braintumourireland.com**

For informal enquiries please contact Naomi on 086 8743642

Closing date for applications is Friday 13th March 2015