



Brain Tumour Research

Systems Manager

(Maternity Cover, Fixed Term Contract)

Job Purpose:

To maintain and improve the efficiency and performance of the charity by reviewing existing systems and business processes, recommending and implementing improvements, additional functionality and data integration. Work with the wider team to develop, and where possible, automate routine high-quality management reporting, especially using the Charity CRM.

Reports to:

Director of Finance and Operations

Main duties:

- Work with incumbent Systems Manager to achieve a full understanding of current projects, tasks and routine activities before departure on maternity leave
- Advise on processes around fundraising campaigns and set up mapping from website forms to the CRM to ensure clean and accurate data capture
- Maintain systems and user documentation, support users on change control and systems updates, and deliver user training as required (especially new starters)
- Review management reporting requirements and develop to meet ongoing requirements of the Charity

Candidate profile: Strong communicator with strong analytical and excellent IT skills. Proficient in CRM and other systems, and an advanced working knowledge of Excel. Formal project management qualification preferred.

Contract Type: Full Time (35 hours pw) – Maternity Cover/Fixed Term Contract

Location: Head Office, Milton Keynes. We offer hybrid working, employees have the flexibility to work from home up to two days a week. There will be times when additional hours are required with this role to complete specific projects and achieve objectives.

Role reports into: Director of Finance and Operations

Salary: c. £40,000 pa