

Pituitary Foundation

Casual Admin Support



About The Pituitary Foundation

The Pituitary Foundation is a national support and information organisation for pituitary patients, their families, friends and carers. We are the UK's leading charity providing support to people affected by disorders of the pituitary gland such as acromegaly, Cushing's, prolactinoma, diabetes insipidus and hypopituitarism.

We are a relatively small charity, with ten members of staff and supporting our work we have a team of 140 volunteers across the country.

About this opportunity

We are looking for someone to help us with our summer raffle. This is an important fundraising event for us.

We sell around 5000 tickets, and must enter the details of the tickets into our database to ensure the lucky winners can be contacted!

We are looking for someone who:

- Has an excellent attention to detail, and will accurately enter ticket numbers and details against customer records on our database.
- Is a confident English speaker so they can understand instruction.
- Is able to work alone, following training, and ask for help when needed.

When and Where?

You will work from our office in central Bristol (BS1 5BB). Please note there is no lift access, and our office is up 2 flights of stairs.

We will require

- 3 hours training in the last week of May or first week of June
- 6 hours a week for each full week of June (total of 24 hours +3 hours training)

The work can be done at a mutually agreed time Monday – Friday 9am - 5pm.

The Pay

We are offering £10 ph. Applicants must be able to demonstrate the right to work in the UK.

The Pituitary Foundation believes in diversity and equality. We especially welcome applicants who are under-represented within the charity sector. We know that in diversity is strength and we look forward to hearing from all interested applicants.

How to apply

Please send an email to admin@pituitary.org.uk with

- a cv showing relevant experience,
- your contact details and
- a referee we can speak to.