

Job Description: Administrator

Duration: 3 month FTC (April – July 2026)

Hours: 21 hours/ 3 days per week

Location: Remote (UK based)

Salary: £30,949 per annum (£18,569 actual salary)

Reporting to: Managing Director or Project Manager (TBC)

Purpose of the job

Working alongside the Managing Director, you will play a key role in supporting the day to day running of the BDD Foundation. You will help to support the smooth operation of charity projects, media campaigns, and collaborations, while supporting the delivery of the charity's community engagement and outreach activities.

A key focus of this role will be managing and maintaining the charity's digital presence, including social media channels, newsletters, and website updates. You will plan, create, edit, and share content that reflects the charity's mission and values, moderate online communities in line with our Social Media Policy, and collate insights to continually improve engagement and reach. The role also includes oversight of the volunteer and fundraising inboxes, ensuring timely responses and smooth communication. In addition, you will provide support for fundraising initiatives, including preparing funding applications, exploring new funding opportunities, and working closely with the Managing Director to help drive the charity's impact.

Who are we

The BDD Foundation is the only charity in the world dedicated solely to raising awareness of and reducing the suffering caused by Body Dysmorphic Disorder (BDD). Although we are a small organisation, our impact is far reaching. Our work is built around three core pillars: Awareness, Information, and Support. BDD is a serious and often misunderstood condition that can have a profound impact on people's lives. We are dedicated to providing understanding, resources, and compassionate support to ensure that no one faces BDD alone. With the right help, recovery is possible.

[Our values](#) guide everything we do. We inspire **hope** by showing that recovery can be achieved. We build **community** by creating a supportive, inclusive environment shaped by those with lived experience. We act with **compassion**, approaching our work with empathy and understanding. We remain **dedicated** to raising awareness, improving support, and driving meaningful change. And we are **pioneering** in our efforts to champion innovative research and treatment to create a better future for everyone affected by BDD.

Key Responsibilities

- Support the Managing Director in the day-to-day running of the charity, including ongoing projects, admin support and media campaigns.
- Manage and maintain the charity's digital presence, including social media channels, newsletters, and website updates.
- Plan, create, edit, and share content that reflects the charity's mission and values.
- Moderate social media accounts, ensuring all interactions align with the charity's Social Media Policy and support the BDD community.
- Oversee the volunteer and fundraising inboxes, ensuring timely responses and effective communication with volunteers and other stakeholders.
- Support fundraising applications, including preparing funding applications (minimum x3 per year), identifying new opportunities, and assisting with ad hoc events.
- Support community fundraising initiatives, including London Marathon charity place advertising and selection, and other similar challenge events.
- Assist with other charity projects or initiatives as required, ensuring operational efficiency and timely delivery.

Person Specification: Administrator

Experience

- Experience providing administrative support, preferably within the charity, health or not-for-profit sector.
- Experience dealing with sensitive and confidential information.
- Experience dealing with sometimes distressing information or distressed service users.
- Experience with social media management or digital communications, including creating and scheduling content, and monitoring engagement.
- Experience drafting or editing newsletters, website content, or other written communications for a public audience.
- Experience providing project or event support, such as coordinating logistics, managing timelines, or liaising with partners and stakeholders.
- Experience managing shared inboxes or volunteer communications, ensuring timely and professional responses.

Knowledge, skills and understanding

- Knowledge and empathy with the needs of those experiencing BDD.
- Understanding of BDD as a condition, it's symptoms, treatment and prevalence.
- Knowledge and understanding of HR processes (desirable).
- Excellent written and verbal communication skills.
- Good attention to detail, accurate proofing and editing skills.
- IT Skills to include Microsoft Outlook, Excel, Word, SharePoint, Canva and WordPress.

- Ability to develop, maintain and review admin systems to improve efficiency and streamline process.
- Good time management and organisation skills.
- Knowledge of GDPR and confidentiality.
- Knowledge of safeguarding principles and procedures.

Personal qualities

- Pro-active and self-motivated
- Able to take ownership of tasks and manage competing priorities
- Enthusiastic with high level of initiative
- Passion for supporting others and providing crucial support services
- A flexible approach, open minded
- Process driven with a methodical approach

Whilst it is not a requirement of the post, we strongly encourage those with lived experience of BDD, caring for someone with BDD or related conditions to apply for this post.

This post is subject to receipt of satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

BDD Foundation is an Equal Opportunity employer, and we would particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010. We value the differences that a diverse workforce brings and are committed to inclusivity and to employing and supporting a diverse workforce.

If you have any questions relating to the role or would like to arrange an informal chat, please contact gem@bddfoundation.org