



European Outreach and Engagement Manager for Parkinson's Europe

Job specification

Post title: European Outreach and Engagement Manager

Location: Remote working (but note that occasional travel – to attend team meetings in the UK and other ad hoc meetings/conferences – is required)

Salary: £33,000 to £37,000 FTE, depending on experience (£20,000 to £22,500 for 3 days)

Part time: 3 days a week (24 hours per week)

Contract: This is a permanent role

Responsible to: Strategy Director

Deadline for applications: Friday 11 October 2024

Job description

Main purpose of role

We are looking for a professional with at least 5 years' experience in membership management, stakeholder engagement and events to lead our outreach and engagement activities for the Parkinson's community across Europe.

Key tasks

- Strategic [membership](#) activities including:
 - Management of the Parkinson's Europe Membership Steering Group
 - Leading Parkinson's Europe membership recruitment and diversification
 - Reviewing and expanding Parkinson's Europe membership benefits
 - Leading the development, delivery and analysis of the biannual Parkinson's Europe members survey
 - Supporting the Parkinson's Europe Member Liaison Lead with membership communications
- Outreach and engagement activities including:
 - Partnership support activities with relevant NGOs and institutions – for example, European Federation of Neurological Associations (EFNA), The European Patients' Academy on Therapeutic Innovation (EUPATI), and the European Patients' Forum (EPF)



- Engagement with other associations related to Parkinson's that do not currently fit in our formal membership
- Supporting the second phase development of Parkinson's Europe's newly launched [Engagement Network](#)
- Development of a new knowledge building programme for Parkinson's Europe member organisations (which is a key feature of our new strategy for 2025 and beyond). This will involve:
 - Identification of members' needs and priorities
 - Planning and delivering a structured programme of webinars, workshops and resources to support the identified needs and priorities. This will include:
 - Identifying and building relationships with speakers and facilitators with the help of the Parkinson's Europe team
 - Identifying existing resources to help deliver the programme
 - Leading the development of new resources and tools for members
- Event management
 - Lead the development and delivery of a biannual Parkinson's European Forum
 - Plan and lead the twice-yearly members meeting
 - Support the Director General and Board Secretary at the AGM as required
- Supervision of the Member Liaison Lead

Person specification

- Interest in the issues that impact people affected by Parkinson's
- Membership management experience
- Project management experience as well as line management experience
- Experience of organising and running events
- An excellent communicator, and able to build and maintain effective relationships with a wide range of stakeholders from different countries including patient groups, patients, health professionals, caregivers and volunteers
- Team player and self motivated, and able to work autonomously with minimal supervision
- Excellent communications and IT skills with strong attention to detail
- Excellent command of the English language and ideally an additional European language