

## Everything you need to know about being our Governance Officer

As a core member of the Operations team, you'll take the lead on governance projects and supporting activities, reporting to the Head of Risk and Assurance, and supporting the Company Secretary. You'll be involved in the full process which enables the board of trustees to oversee the efficient and effective running of the charity, in the interests of people with Parkinson's. We work collaboratively and support each other throughout the year, so the role will allow you to get experience of a range of Operations functions.

### What you'll do

- Provide board and committee support, working closely with the Company Secretary
- Co-ordinate the production of meeting packs for board and committee meetings
- Alongside colleagues in Operations, ensure the internal governance cycle aligns, so that the right information flows up to the trustees, and the right delegation flows down from it.
- Prepare and attend meetings, take minutes and act as the governance team lead when required
- Maintain continuously updated electronic records of board and committee decisions, papers and documents.
- Maintain an up to date and compliant suite of corporate governance registers and corporate governance-led policies
- Arrange training and development sessions for trustees and committee members as required
- Contribute to the delivery of the Annual General Meeting and election cycle for charity members
- Contribute to other activities that flow through the team as required

### What you'll bring

- Significant experience of providing senior stakeholder care to an excellent standard (I)
- Proven experience of liaising at a senior level, working across teams (A)
- A track record of writing documents for senior stakeholders in various formats (A)
- Proven experience of maintaining effective and efficient records. Previous experience with writing minutes is desirable (A&I)
- Excellent interpersonal skills and the ability to build trusted relationships with people at all levels (I)
- Organised and methodical, with the ability to grasp detail and complexity (I)
- Ability to work under pressure and to tight deadlines whilst maintaining accurate attention to detail (A&I)
- Proactive approach, with the ability to prioritise own workload with minimal supervision, with a team approach (I)
- Confidence working with electronic tools, supporting others (A&I)
- A strong interest in gaining skills and experience in charity governance (A&I)
- Able actively to model and demonstrate the behaviours set out in the Parkinson's UK Behaviour Framework, working with people affected by Parkinson's (I)

(A) assessed at the application stage (I) assessed at interview stage (T) assessed by a test/presentation

## A bit more about the role

You'll report to the **Chief Finance and Operating Officer (Hiring Manager)**

Your contract will be **permanent**

You'll work **35 hours per week**

This role is **hybrid** and your in person working depends on your team agreement, requirements of the role and led by activity based principles. The in person/office attendance expectation for this role will be a minimum of **2 days per week**.

You'll be paid **£36,750 per year (Travel expenses to the UK office are not covered by the charity)**

Your main relationships will be with:

- **the Company Secretary**
- **members of the Operations team**
- **the Chief Finance and Operating Officer, Chief Executive, and Executive Director of People and Culture (together, the Executive Operations Team).**
- **other members of the Senior Leadership Team**
- **the Chair of the Board of Trustees and the committee Chairs**
- **other Trustees and committee members**

## Be part of the **Operations** team

We enable, build and develop strong foundations that deliver a clear vision and strategy, expertise in people, technology and innovation, all underpinned by comprehensive insights and data.

In partnership we'll continually inspire, collaborate and make the charity the best it can be, by focusing on our culture, ways of working and delivering a robust technology infrastructure. We'll work across the organisation to realise our shared ambitions and deliver on those plans

## What we offer

We recognise that our greatest asset is our people! And our benefits reflect our commitment to nurturing a thriving and fulfilled workforce.

Our benefit package is designed with your well-being in mind. From reward, health and wellness initiatives, learning and development opportunities and a range of perks tailored to enhance your work-life balance.

**Our benefits, and what we offer can be found on our website:**

<https://www.parkinsons.org.uk/about-us/benefits-working-us>

## What we do and how we do it

### Our vision • our ultimate aim

Together we will find the cure, and improve life for everybody affected by Parkinson's.

### Our social mission • what we deliver

We're a people-powered movement. On the verge of major breakthroughs in Parkinson's. By uniting we will find a cure. Together, we will help people get the best care and will ensure everyone sees the real impact of Parkinson's.

### Our values • the way we work

- **People-first:** We're a strong movement for change, informed, shaped and powered by people affected by Parkinson's. We value and support each other.
- **Uniting:** We're people with Parkinson's, scientists and supporters, fundraisers and families, carers and clinicians. We're working, side by side, to improve the lives of everyone affected by Parkinson's
- **Pioneering:** We innovate across everything we do. Creative, courageous and with pioneering spirit, we strive to continually improve.
- **Driven:** We live and breathe our purpose. We set clear goals and strive to deliver the greatest impact for people affected by Parkinson's.