

## Everything you need to know about being our Internal Change Communications & Engagement Manager

Using your change management and internal communications experience, you'll coordinate, plan and deliver effective engagement strategies and activities for internal change programmes across the charity.

Working primarily between the Internal Engagement & Communications and Delivery Services teams, you'll lead, plan, collaborate on, deliver and evaluate engagement strategies that take colleagues on a supported journey through change, creating content that translates complex topics into compelling narratives to drive participation and adoption.

### What you'll do

- Lead, co-ordinate, deliver and evaluate high quality internal communications and engagement activity to support people through change.
- Work alongside internal teams to understand requirements, the need for change, and the impact on colleagues, in order to develop compelling messaging and develop communications and engagement strategies.
- Plan and create content for internal channels, selecting the most appropriate tools to ensure colleagues are kept informed and engaged, regardless of location or working style.
- Oversee the involvement of various groups across the charity, to enable us to hear the voices and opinions of our workforce.
- Monitor and measure the effectiveness of engagement to improve employee engagement and satisfaction.
- Adopt a continuous improvement mindset by learning from and adapting to feedback.
- Build effective relationships across the charity, acting as a trusted adviser to project teams, leaders and colleagues.

### What you'll bring

- Proven experience in developing and implementing successful internal engagement strategies, including for change related programmes **(A,I)**
- Strong planning skills with the ability to effectively prioritise and manage multiple deadlines **(I)**
- Ability to translate complex topics and create compelling narrative for different audiences **(A)**
- An understanding of change adoption processes (e.g. PROSCI/ADKAR) is beneficial but not essential **(A,I)**
- Excellent written and verbal communication skills, with a keen eye for detail **(I)**
- Proven experience of influencing and collaborating to achieve positive outcomes and engagement **(A,I)**
- Strong analytical and problem-solving skills, as well as the ability to think creatively **(I)**
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively **(A,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 our **Internal Engagement Lead**

Your contract will be **fixed term for 12 months** (with potential to be extended further)

You'll work **28 hours per week** (working pattern to be determined)

You'll work a **combination between the UK office, London (Victoria) and your home, with a minimum of two days per week in-person working**

You'll be paid **£32,800 per year (prorated from £41,000 FTE)** (Travel expenses to the UK office are not covered by the charity)

Your main relationships will be with:

- **The Internal Engagement team**
- **The Delivery Services team**
- **The Organisational Development team**
- **Other project/specialist teams**
- **External Relations colleagues**

## Be part of the **External Relations** directorate

The Parkinson's community has a strong voice, and we're here to make sure more people hear it.

We fight alongside the community and drive people-powered change for better care and welfare services. For fair treatment for everyone with Parkinson's. For more funding for breakthrough research.

And we use our bold and creative comms to challenge stereotypes. To keep Parkinson's in the public eye. To inspire people to take action. We support teams across the charity to create compelling comms to grow, mobilise and engage with audiences.

Working together with the Parkinson's community, health professionals, the media, governments and external partners, we do all this to transform life with Parkinson's.

## What we offer

**Flexi-time** – The scheme offers employees flexibility on start and finish times, and the ability to take back time you have worked above your contracted hours.

**Annual and Christmas leave** – We offer 25 days, rising by an additional day after two years and then another day after four years' service, taking you to 27 days. We also close for three days between Christmas and New Year, and you don't need to book this using your allowance.

**Our UK Office** - Take advantage of our UK office based in London, Victoria, which offers a great space to work with sit-stand work desks, touch points, collaboration spaces and private working booths. Most of our meeting rooms are now equipped with new Google Meet devices which let you easily conduct hybrid video conference calls and collaborate with both colleagues in the room and those joining remotely.

**Interest-free season ticket loan** – This will enable you to purchase an advance ticket more cheaply, once or twice a year, and benefit from the savings. You can apply after you're confirmed in post

**Pension** – You'll be eligible and auto-enrolled into a pension scheme. We'll double your contribution up to 6% - so if you contribute 2%, we'll contribute 4% etc.

**Salary Exchange** - The scheme offers you to exchange part of your gross salary for pension contributions. Salary exchange is linked to our auto enrollment pension scheme and is operated on an opt-in basis.

**Sabbatical Leave** - The charity is committed to supporting our people in their personal and professional aspirations and offers sabbatical leave for up to six months after three years continuous service.

**Learning and development** – A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Parkinson's UK, and we are proud to offer many learning opportunities.

**Maternity, adoption and shared parental pay** – we offer an enhanced arrangement on the statutory entitlement. This is 8 weeks at full pay and 18 weeks at half pay dependent on your qualifying service.

**Paternity pay** – we offer up to 2 weeks full pay dependent on your qualifying service.

**Family leave** – these policies include compassionate, dependents, carers and bereavement leave that support the lives of employees who have additional commitments

**Disability related leave** - we offer this paid leave to support our people with disabilities or long term health conditions from the first day of employment

**Interest-free educational loan** – This is our commitment to invest and support employees with continued learning.

**Death in service cover** – From your first day of service, we'll pay four times your salary, if you're aged between 16 and 70.

**Ride2work programme** – This is another scheme that enables employees to get tax incentives from cycling to work.

**Employee assistance programme** – A free and confidential service which ranges from emotional support to financial advice.

## 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.