

Everything you need to know about being our Regional Community Admin Assistant

You'll provide high quality admin support to the regional England team. As members of the Community Directorate we aim to reach out to and support people with Parkinson's, their families, friends and carers. We enable the voice of people affected by Parkinson's to be heard to improve services, inform our priorities and improve decision making locally.

Through community development we work in close collaboration with our respective Parkinson's communities to bring change on the issues that matter most to people affected by Parkinson's

What you'll do

- Provide high quality admin support to the regional team
- Provide first point of contact for all internal and external stakeholders
- Organise online and in-person, internal and external meetings and other events, including booking venues and refreshments, assisting with the production of materials, liaising with participants and speakers, fulfilling mailings and taking bookings as required
- Coordinate, plan and prep key meetings
- Keep up to date with the directorate's activities in order to provide clear, accurate information
- Respond to general enquiries in a timely and friendly fashion, ensuring needs are met
- Process purchase orders, invoices, staff and volunteer expenses for approval
- Participate in working groups, meetings, local events or activities as required
- Maintain digital records on the charity's data platforms
- Support the process of business performance and impact reporting

What you'll bring

- Experience of team administration **(AI)**
- Excellent communication and interpersonal skills with a range of audiences **(AI)**
- Excellent administration skills, including note-taking, presentation preparation and a positive, assertive and resilient approach to prioritising and juggling varying pressures and conflicting priorities **(AI)**
- Experience in coordinating multiple projects simultaneously that meet the business requirements **(I)**
- Experience of developing and maintaining effective working relationships with all stakeholders **(I)**
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively **(AI)**
- Proven ability to maintain confidentiality and discretion **(I)**
- Ability to work flexibly and from home with very occasional travel **(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 **England Regional Lead**

Your contract will be **permanent**

Your hours **17.5 hours per week**

You'll be based **at home**

You'll be paid **£27,036.15 per year, pro rata**

Your main relationships will be with:

- **England Community teams**
- **Community Directorate**
- **People affected by Parkinson's**
- **IT team**
- **Facilities team**
- **Professionals within the health and social care sectors**
- **General public**

Be part of the **Community** directorate

How can we offer better support, every day? Our Community team leads our work supporting people with Parkinson's, their families and carers.

Our priorities are set through feedback from people affected by Parkinson's. We make sure that everyone has access to the best care and support from health services and from us. Especially when things get more complex. We can't do this alone. We work in partnership with networks of supporters, including over 3000 volunteers in our local groups.

The directorate delivers services to individuals and communities across the four nations including information and support, community development, volunteer support, and local group support.

What we offer

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.

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.

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 3% - so if you contribute 2%, we'll contribute 4% etc.

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.

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

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.