Everything you need to know about being our

Regional Community Admin Assistant - North West

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 (**A,I**)
- Excellent communication and interpersonal skills with a range of audiences (**A,I**)
- Excellent administration skills, including note-taking, presentation preparation and a positive, assertive and resilient approach to prioritising and juggling varying pressures and conflicting priorities (**A,I**)
- 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 (**A,I**)
- Proven ability to maintain confidentiality and discretion (**I**)
- Ability to work flexibly and from home with very occasional travel (**I**)

Assessed by: (A) application stage (I) interview stage (T) assessed by a test/presentation

A bit more about the role

You'll report to the **Regional Lead – North West**.

Your contract will be **permanent**.

You'll work **17.5 hours a week**.

You'll be based at **home**, within the **North West** specified by the role. Living within this designated area is an essential requirement of the role to ensure effective operational and service delivery.

You'll be paid **£14,133.15 per year, pro rata from £28,266.30 per year (Travel expenses are covered by the charity).**

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

Community
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.

We make sure that the voices of people affected by Parkinson's are heard by the right people, in the right places, at the right times.

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.

To find out more about what we offer, follow this link

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.