

Candidate brief for the position of

CHIEF FINANCE & OPERATING OFFICER

May 2023



PARKINSON'S^{UK}
CHANGE ATTITUDES.
FIND A CURE.
JOIN US.



DELIVERING AT A TIME OF OPPORTUNITY



As Chief Executive of Parkinson's UK, I would like to thank you for your interest in this role.

Parkinson's is the fastest growing neurological condition in the world.

Parkinson's UK is a dynamic and progressive charity seeking to find a cure and improve life for everybody affected by Parkinson's. Our dedicated and skilled staff, talented and passionate community, and responsible fundraising capability provide us with the foundations to break through the many challenges. We aim to harness the rapid advancements in medical science and technology to improve our services and develop new treatments that slow, stop or reverse Parkinson's and manage its symptoms and side effects.

Guided by the Parkinson's community, we've shaped our strategy 'Every Parkinson's Journey' for 2023 to 2026.

A key element of our approach is to use the money we have in the charity's reserves to improve services for people with Parkinson's and accelerate our research agenda. We're a growing organisation with complex operations, major parts of which are in a phase of significant transition. To deliver these most effectively, we need to bring our financial management and operations together into one directorate.

By bringing together our operating functions, we will develop a clear vision and infrastructure for our financial and technological advances to underpin and support our growth.

This role will create an opportunity to direct the charity's strategic business planning and performance by identifying and prioritising key projects and critical business issues, ensuring there is robust challenge and monitoring of our impact.

To hear more about what we are looking for in our new Chief Finance and Operating Officer, please [click here](#).

Having listened to this, if you have the drive, ambition and experience to deliver in this role, please read on.

Caroline Russell

Chief Executive, Parkinson's UK

ABOUT US

What we do and how we do it

Our vision • our ultimate aim

Together we will find a 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.





Where we are

We've come a long way since 1969, when a woman called Mali Jenkins founded the charity in a one-room office in Putney, London. Today, we're the largest charitable funder of Parkinson's research in Europe, driving forward the search for better treatments and a cure, at home and internationally. We are a dynamic network of expert staff, health and social care professionals, volunteers and researchers, all focused on delivering to and learning from our incredible community.

- We have around 365 local groups across the UK offering friendship and support to everyone affected by Parkinson's. We also provide valuable information and support through our free confidential helpline, specialist staff and our website.
- Together with our community, we campaign for better support for people affected by Parkinson's. Through our Campaigns Network, we create awareness of the 145,000 people living with Parkinson's and 1 million affected by it, and protect the most vulnerable and isolated in our community.

- We support the development of specialist Parkinson's nurses, over 400 of whom today play a vital role in giving expert care to people with Parkinson's. And we bring together health and social care professionals to transform Parkinson's care through the UK Parkinson's Excellence Network.
- We've invested over £100m in vital research that has delivered ground-breaking discoveries, new medications and better care.

When the coronavirus pandemic hit, we quickly adapted our support so we could be there when people living with Parkinson's needed us most. We provided vital information, set up free, home-based exercise classes, and made wellbeing check-in calls.

Take a **[look at our website](#)** to get a feel for the breadth and depth of our support for people with Parkinson's.

Where we want to be

We can do so much more to meet the needs of people with Parkinson's and fight this condition.

The world is changing fast. The response to the pandemic has accelerated the way technology is changing communications, medical research, the way we work and much more.

We want people with Parkinson's to benefit from this. To do this, we need to:

- Accelerate breakthroughs in research, pioneering new treatments or technologies that slow, stop or reverse Parkinson's or help manage symptoms or side effects.

- Ensure that people affected by Parkinson's can live the most positive and independent life possible and those who support them get the assistance they need.
- Work with policymakers and the professional community, including the NHS, to deliver the support and services the Parkinson's community need.

People with Parkinson's and the people who love and care for them drive everything we do. We are part of a determined, demanding and caring community.



PUSHING FOR EXCELLENT HEALTH AND CARE

When you live with a complex condition like Parkinson's, you need access to high quality, local health and care services that meet your needs.

What we'll do:

- Work directly with the NHS to improve services for everyone with Parkinson's across the UK.
- Campaign for and fund more specialist Parkinson's nurses, therapists and other health care professionals. And support them to give you the best care possible.
- Educate non-specialist health and care professionals so they better understand the condition.
- Help you navigate the system, and provide the information you need to demand better care.

Our priorities:

- Build an excellent NHS workforce.
- Help the NHS improve services.
- Improve understanding of Parkinson's.

Spotlight project

Complete care for Parkinson's

People with Parkinson's need care and advice from the right specialists at the right time. We aim to improve services by funding new Parkinson's nurses and therapists, pushing for integrated multidisciplinary care for everyone, and giving access to experts to help you understand your care options.

BUILDING YOUR, COMMUNITY OF SUPPORT

Whether you or a loved one has Parkinson's, with the right information and support, you can feel more in control of life with the condition.

What we'll do

From the moment you're diagnosed or whenever you're ready, we'll make sure you can access what you need to manage your condition and stay active, including:

- Activities to keep you fit, healthy and socially connected.
- Trusted advice and information.
- Peer support.
- A whole network of volunteer-led local groups. In the area where you live, in person, over the phone, by post, and online.

Whatever your experience with Parkinson's, you're not alone. We'll be here for you.

Our priorities:

- Provide relevant, expert and timely information and support.
- Help build thriving Parkinson's communities.
- Work with people with Parkinson's, friends, family and carers.

Spotlight project

Get active, stay active

Being physically active is vital for living well with Parkinson's. We aim to help more people get and stay active by making it easier for people to find activities near them, funding new ideas and programmes for local communities, and providing information and support to anyone struggling to get active.

GETTING YOU **NEW TREATMENTS,** **FASTER**

If you have Parkinson's, you need treatments that can relieve symptoms right now and help you manage the condition.

What we'll do

- Translate cutting-edge research into practical ways to manage your Parkinson's.
- Test new technology and devices that can help you live better.
- Provide information on the most effective exercises and therapies for people with Parkinson's, at every stage of the condition.
- Bring you opportunities to shape and take part in pioneering research.

All while fast tracking investment into the most promising research projects, so that we'll find the next life-changing treatment in years not decades.

Our priorities

- Build trust and engagement with research.
- Invest in understanding and treating Parkinson's.
- Accelerate new treatments through pioneering models.

Spotlight project

Testing tech for Parkinson's

People with Parkinson's are already using digital apps and "wearable tech" like smartwatches and sleep trackers to manage the condition. We aim to help you choose the best technology for you by setting up independent review panels to test and approve apps and devices, involving more people with Parkinson's in the testing and review process, and collaborating with other Parkinson's charities to share information on the best technology.



BECOMING FIT FOR THE FUTURE

To find a cure and dramatically improve life with Parkinson's, we need to empower and equip our supporters, volunteers, members and staff to make the biggest possible impact with every penny.

What we'll do

- Make it easier for you to get involved with the charity, wherever you live and whatever your income, ethnicity or gender.
- Strengthen the ways we listen to and collaborate with the Parkinson's community, and embed this into our work.
- Transform our finance and data systems to better serve the changing needs of our community.
- Raise the money needed to fund our ambitious strategy.

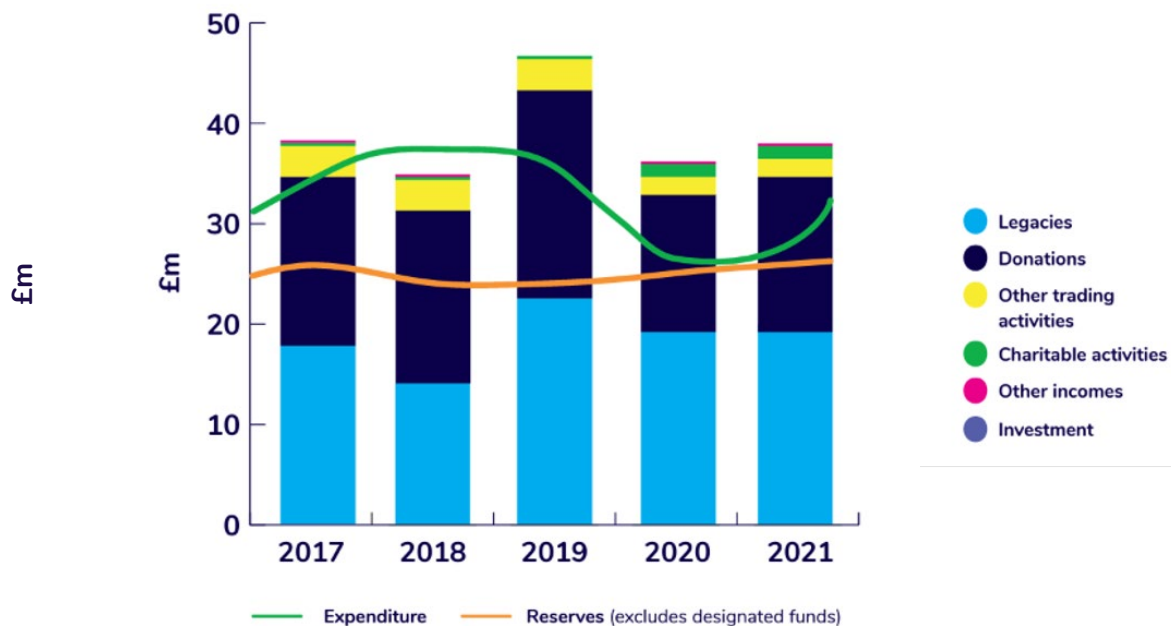
Our priorities:

- Inspire more people to support our work.
- Unleash the collective power of our community.
- Make our work more effective and efficient.



OUR FINANCES

Our finances remain in good health despite the challenges from Covid and the cost of living crisis. We're maintaining our fundraising strength and managing costs prudently while continuing to invest in the future.



Our finances are in good shape

With robust financial planning and strong reserves, we are well placed to manage our finances through the uncertainty ahead. We have an excellent platform to support the growth and delivery of our work.

Workplace strategy

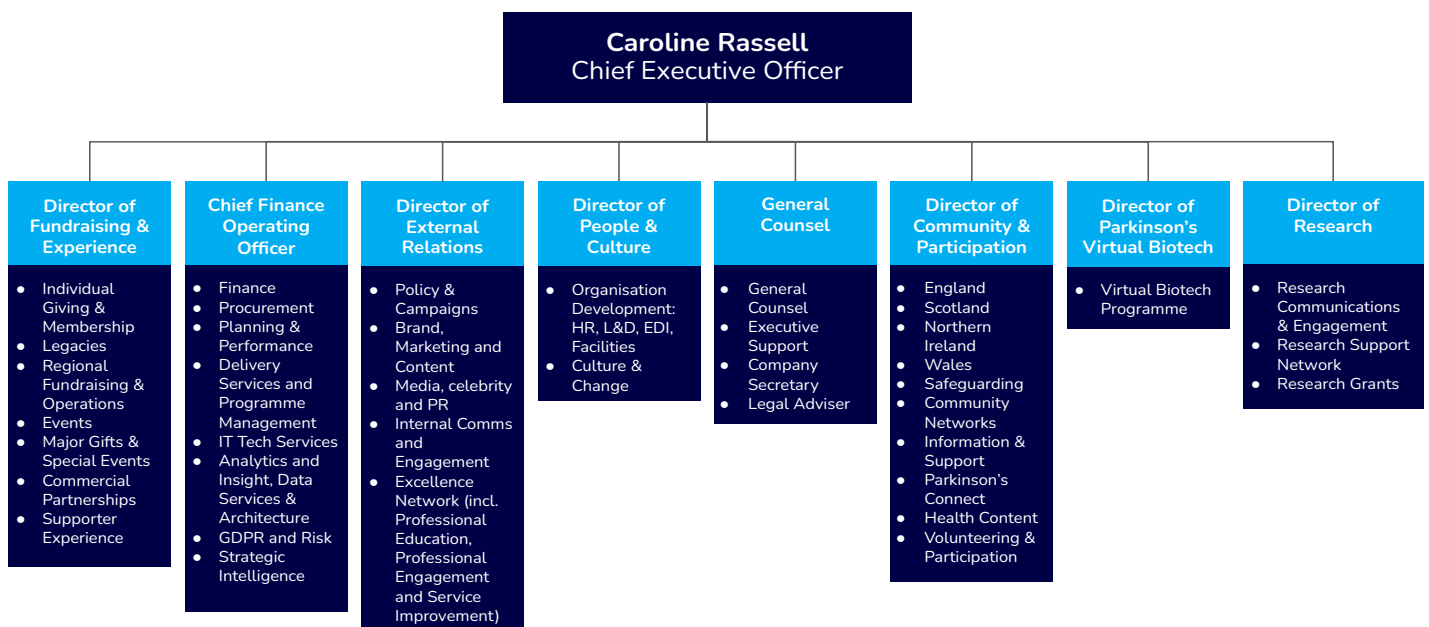
Like many similar organisations we are currently reviewing our requirements for our Head Office. In April 2022, we sold the building at 215 Vauxhall Bridge Road as it was not fit for our present nor future needs. Our workplace strategy is finalising what we want to meet our needs. We will be taking into account the following:

- new ways of working
- digital transformation
- possible collaboration
- views of colleagues.



HOW WE ARE ORGANISED

We are a UK-wide charity with staff and volunteers in all 4 nations. We employ 433 staff, working across 7 directorates, led by a talented executive team.



EVERYTHING YOU NEED TO KNOW ABOUT BEING OUR CHIEF FINANCE & OPERATING OFFICER

We would love to find a Chief Finance & Operating Officer with personal knowledge of what Parkinson's means to the individual, their family and friends. We know this may not be possible, but you must have empathy for those affected by Parkinson's and demonstrate that you understand its impacts and the desire of our community to be involved and take control of their lives as much as they can.

If you have read this far you will know that we are looking for someone to bring about a step change in how we plan and operate, to make our ambition a reality.

Who you are and what you'll bring

Our new Chief Finance & Operating Officer will be an outstanding individual and most likely demonstrate these personal attributes and more:

- delivery through people, recognising and motivating talent
- naturally collaborative and a powerful unifying force
- credible, influential and empathetic
- rigorous and effective with a proven track record of delivery.

On top of these, you must have a passionate belief in the cause of the Parkinson's community and the 1 million people, including loved ones, affected by this relentless condition.

A more detailed description of the [role definition and person specification is available here.](#)



TERMS OF APPOINTMENT

Contract

Permanent

Salary

The salary for this role is £120,000 per year.

Work Pattern

You'll work 35 hours per week.

Location

The post holder will be based at our London Office, with a minimum expectation of 2-3 days in the office.



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.

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.

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.

HOW TO APPLY

If you would like discuss the role before making an application please contact Katy Giddens at katy.giddens@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/puk-cfoo/> and click on the apply now button, with the following prepared:

- Your CV (no more than 3 sides).
- A supporting statement (no more than 2 sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Key dates

Closing date	Monday 3 July 2023
Preliminary interviews with Starfish	Wednesday 5 – Tuesday 11 July 2023
First-stage interviews with Parkinson's UK	Thursday 20 July 2023
Final interviews with Parkinson's UK	Friday 28 July 2023

Representing the full Parkinson's community

We are committed to becoming a more diverse and inclusive organisation, embracing and valuing individuality and delivering to the entire Parkinson's community.

Our aim is to:

- Connect with and support everyone who has Parkinson's or cares about someone who does, and ensure that racial or ethnic origin, religion, sex, gender, location, age or any other characteristic is no barrier to participation in the life of the charity.
- Ensure that our volunteers and staff reflect our commitment to being a diverse and inclusive organisation.
- Ensure we are fully representative in reviewing and shaping Parkinson's healthcare services and participation in research.

We are Parkinson's UK.
We are powered by
people. We're here to
find a cure and improve
lives, together.

Parkinson's UK
215 Vauxhall Bridge Road
London SW1V 1EJ

Free confidential helpline **0808 800 0303**
Monday to Friday 9am–7pm, Saturday 10am–2pm
(interpreting available)
NGT relay **18001 0808 800 0303**
(for textphone users only)
hello@parkinsons.org.uk
parkinsons.org.uk