

Candidate brief for the position of  
**CHIEF FINANCE & OPERATING  
OFFICER**

January 2024



**PARKINSON'S<sup>UK</sup>**  
**CHANGE ATTITUDES.**  
**FIND A CURE.**  
**JOIN US.**



# DELIVERING AT A TIME OF OPPORTUNITY

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## 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, while also ensuring that we are financially resilient in the future. We're a growing organisation with complex operations, major parts of which are in a phase of significant transition. To deliver these most effectively, in July 2023 we brought together our financial and operational management into one directorate.

By bringing together our operating functions, we have a clear vision and infrastructure for our financial and technological advances to underpin and support our growth. We also recognise the growing demand on expertise and have increased the finance team's capacity, creating a real opportunity to develop the role of this team within the charity.

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 ensure we can deliver the impact and changes we want for our community.

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're the largest charity funder of Parkinson's research in Europe. We've invested over £100m in vital research that has delivered ground-breaking discoveries, new medications and better care.

When the coronavirus (COVID-19) 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 well-being 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 get the benefit. To do this, we want 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

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**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 healthcare 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.

## **What we'll deliver**

- We'll provide initial funding for 20 new specialist Parkinson's nurse posts and 20 new therapist posts, supporting at least 6,000 more people with Parkinson's every year.
- We'll fund 9 extra NHS service improvement projects to improve health or care for people with Parkinson's.
- We'll launch an access to care campaign, putting the tools to navigate the health system and demand excellent care directly into the hands of thousands of people living with 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

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**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.
- Peer support.
- Trusted advice and information.
- A whole network of volunteer-led local groups.

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

## What we'll deliver

- We'll add 1,000 new activities to our online directory of ways to get active.
- We'll educate 500 new activity providers across the UK about Parkinson's, and set up 10 new partnerships with physical activity providers.
- We'll fund at least 60 physical activity projects every year across the UK.
- We'll create engaging new resources for people with Parkinson's and activity providers, from videos and guides to specialist support for people who are newly diagnosed.

## 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

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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.

## What we're delivering

- By the end of 2026, we'll invest over £40m to speed up the development of new treatments, therapies and technology for Parkinson's.
- We'll support thousands more people from diverse backgrounds to take part in critical research studies.
- We'll involve hundreds more people from ethnic groups that are under-represented in research, like South Asian and Black communities in the UK, to get involved in research through a new programme of outreach events.

## Spotlight project

### Testing tech for Parkinson's

Some people with Parkinson's are already using digital apps and "wearable tech" like smartwatches and sleep trackers to manage their condition. But it's not always easy to choose the right technology for your individual symptoms and challenges. Working with the Parkinson's community, we'll develop a new tool that brings together trusted information and user feedback to help you find the right apps and devices for you.



# BECOMING FIT FOR THE FUTURE

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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.

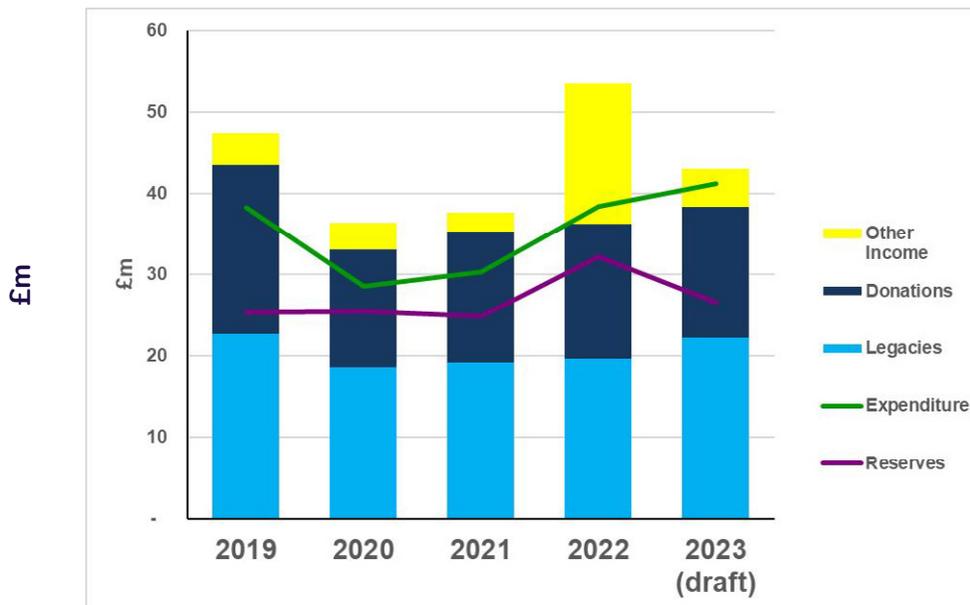
## Our priorities:

- 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. We have an excellent platform to support the growth and delivery of our work.

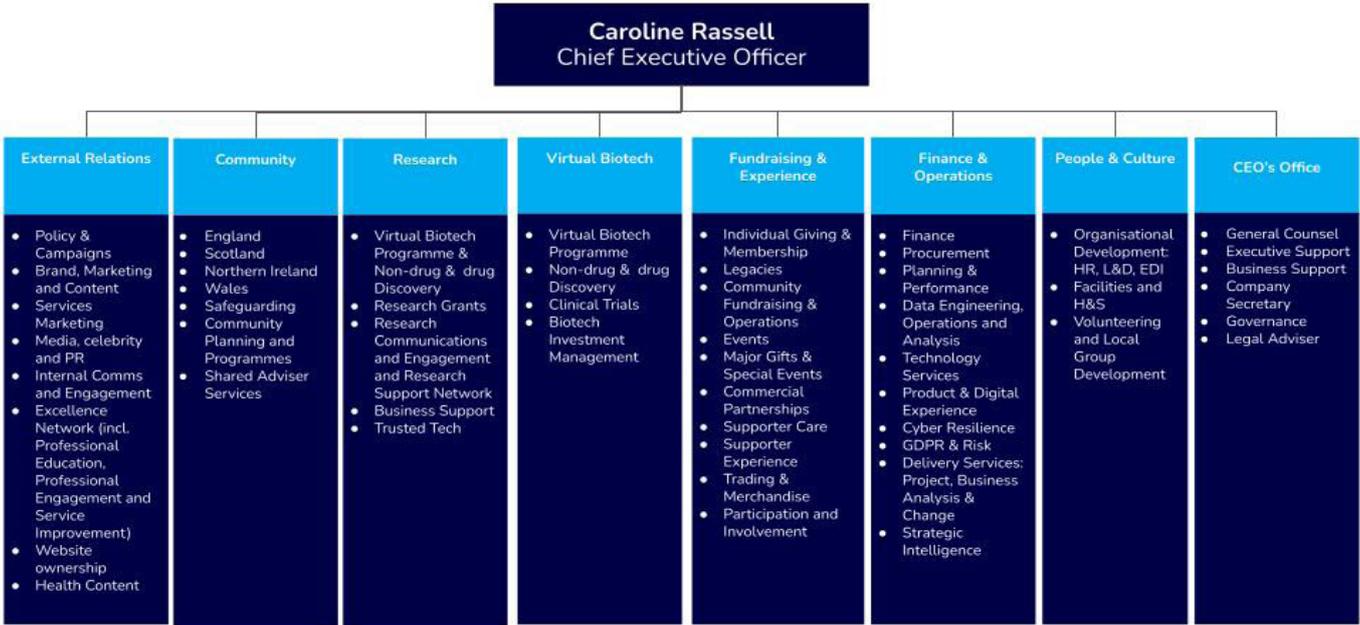
## Workplace strategy

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:

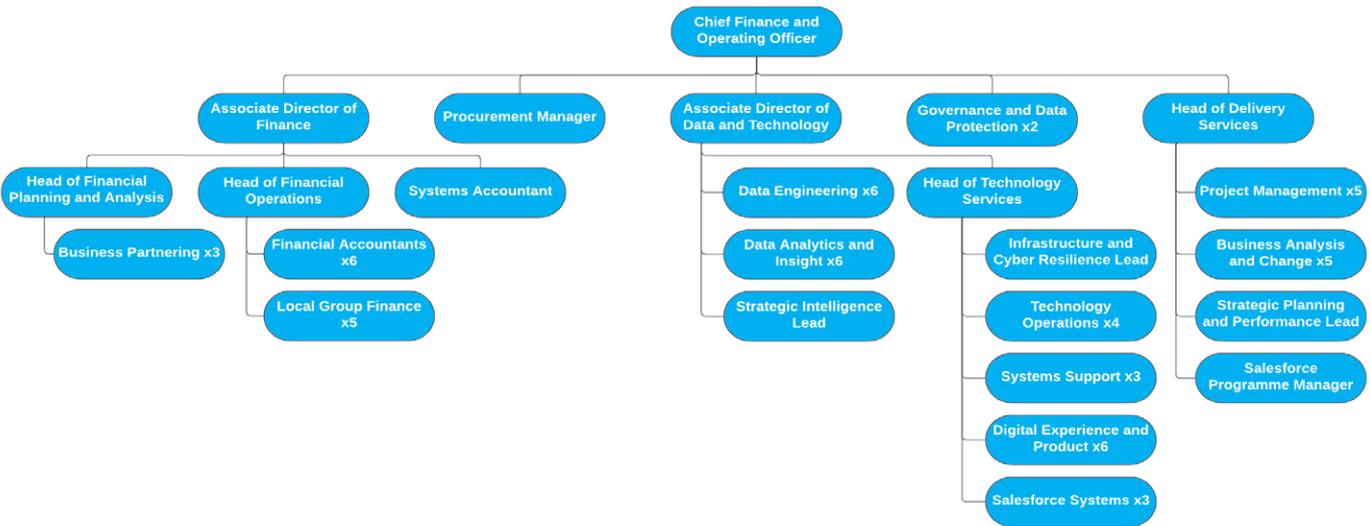
- new ways of working
- possible collaboration
- digital transformation
- views of colleagues.

# HOW WE ARE ORGANISED

We are a UK-wide charity with staff and volunteers in all 4 nations. We employ 605 staff, working across 8 directorates and over 3,500 volunteers and leading over 365 local groups delivering opportunities for people to connect, be supported, and participate in activities.



## The Finance Directorate



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

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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. This rewarding leadership role will put you at the centre of our work leading, shaping and embedding our financial and operational management to deliver the greatest impact for people living with Parkinson's.

## 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 strategic leadership

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



# TERMS OF APPOINTMENT

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You'll report to the **Chief Executive**

Your contract will be **permanent**

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

You'll be based at a **combination between the UK office, London (Victoria) and home (minimum of 2 days per week in the office)**

You'll be paid **£120,000 per year FTE (Travel expenses to the UK office are not covered by the charity)**



# WHAT WE OFFER

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**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.

**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

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We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact [katy.giddens@starfishsearch.com](mailto:katy.giddens@starfishsearch.com) and we will be happy to arrange a call.

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 three sides).
- A supporting statement (no more than two 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	Friday 23 February 2024
Preliminary interviews with Starfish	w/c 4 March 2024
First-stage interviews with Parkinson's UK	Monday 18 March 2024
Final Interviews with Parkinson's UK	Monday 25 March 2024

## 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**