

Everything you need to know about being our Business Support Officer, Northern Ireland

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 Parkinson's community to bring change on the issues that matter most to people affected by Parkinson's.

You'll provide high quality business support to the Northern Ireland Director and team.

What you'll do

- Provide administrative support to the Director of Northern Ireland
- 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, fulfilling mailings and taking bookings as required
- Work across the team in Northern Ireland to ensure our records are up to date on all the current activities we and others support and that these are recorded on the local activity database
- 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
- Check monthly budget reports for accuracy and correct them where necessary
- Support the director with financial forecasting and annual budgeting
- Develop efficient processes and systems that support the day to day running of existing and meet evolving business needs
- Support the Director and team in formatting reports
- Participate in working groups, meetings, local events or activities as required

What you'll bring

- Experience of team administration or supporting a senior executive (A)
- Excellent communication and interpersonal skills with the ability to influence and negotiate when required at all levels internally and externally (AI)
- Ability to work coproductively with people living with Parkinson's (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 (AI)
- Experience in coordinating multiple projects simultaneously that meet the business requirements (AI)
- Experience of developing and maintaining effective working relationships with all stakeholders(A)
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively (AI)
- Experience and working knowledge of supporting and developing team budgets together with a successful track record of monitoring and highlighting discrepancies (AI)
- Proven ability to maintain confidentiality and discretion (AI)
- Ability to work flexibly and from home with some travel and the occasional overnight stay (AI)

(A) indicates that this criteria will be assessed at the Application stage

(I) indicates that this criteria will be assessed at the Interview stage

A bit more about the role

You'll report to the **Country Director, Northern Ireland**

Your contract will be **permanent**

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

This role is **home based**, and in person activities will be expected to meet the requirements of your role and based on your team agreement, such as meeting with people affected by Parkinson's and engagement with the community/stakeholders.

You'll be paid **£14,190.75 per year**

Your main relationships will be with:

- **Northern Ireland team**
- **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.

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.