

EVERYTHING YOU NEED TO KNOW ABOUT BEING OUR SENIOR PARLIAMENTARY AND PUBLIC AFFAIRS ADVISER

To plan and implement the charity's public affairs and parliamentary activities, developing effective relationships with decision-makers and coordinate the involvement activities of people affected by Parkinson's in developing organisational policy positions and meeting decision-makers.

WHAT YOU'LL DO

- Act as a senior advocate to raise the profile of the charity and improve understanding of the condition with decision makers.
- Collaborate with policy staff across the UK to support, develop, implement and evaluate relevant parliamentary activities and events.
- Co-ordinate the Policy Panel, ensuring it is representative of the diversity of people affected by Parkinson's.
- Identify and develop effective relationships with key parliamentarians, influencers and decision makers to encourage support for our campaigns.
- Provide the Secretariat to the All-Party Group on Parkinson's.
- Ensure the views of people with Parkinson's, carers and families are reflected in the charity's parliamentary and public affairs activities.
- Work with UK wide policy and campaigns staff to develop positions to influence relevant policy and legislation.
- Collaborate with relevant staff and members of the UK Parkinson's Excellence Network about policy issues across the UK.
- Produce inspiring communications about our parliamentary activities that engages the organisation, volunteers and external organisations that inspire them to continue supporting our work.
- Represent the charity on external groups and coalitions, and at external meetings with stakeholders.

WHAT YOU'LL BRING

- Proven experience of lobbying, working in Parliament or in a public affairs environment at a senior level.
- Strong interpersonal skills and the ability to build and manage relationships with high-profile policy and decision-makers.
- Experience of involving service users in steering groups and public affairs activities.
- Experience in political analysis and of working in political environment with sound political judgement, sensitivity and an in-depth understanding of the relationships and key players in health and disability arena.
- Excellent analytical, research and critical thinking skills.
- Understanding and ability to process large amounts of detailed information and present them in a persuasive manner.
- Proven experience and evidence of using creative ways of communicating messages to the relevant audiences.
- Ability to organise internal and external events and meetings and building working relationships
- Ability to maintain political impartiality and be discreet.
- Ability to prioritise own workload effectively and enable others to meet challenging deadlines.
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

A BIT MORE ABOUT THE ROLE

You'll report to the **Head of Policy and Campaigning**.

Your contract will be **permanent**.

You'll work **35 hours a week**.

You'll be based at **UK Office**.

You'll be paid **£33,928 per year**.

Your main relationships will be with:

- **People affected by Parkinson's, including policy panel members and campaigners.**
- **UK Parkinson's Excellence Network team and professionals.**
- **Support and Local Networks.**
- **PR and media team.**
- **Civil servants, ministers and All Party Parliamentary Group on Parkinson's.**

BE PART OF THE **STRATEGIC INTELLIGENCE AND EXCELLENCE** DIRECTORATE

We drive activities that enable us to reach, listen and respond to the needs of more people affected by Parkinson's, professionals and supporters and secure the changes in policies, attitudes and services that people living with the condition want to see.

We also lead on the charity's work relating to policy, campaigning and service improvement, professional engagement and education, user involvement and evaluation, resources and diversity, media and marketing and digital.

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 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 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.