

Everything you need to know about being our Strategic Planning and Performance Lead

You'll define and deliver our strategic planning process and the management of our internal performance reporting framework. You'll coordinate the development, production and communication of operational performance and reporting systems that assess progress against operational plans and our multi-year strategy. By providing insight and agility in our decision making and plans, you'll maximise the impact of our resources for the benefit of people affected by Parkinson's so that we can deliver on our strategy of Every Parkinson's Journey.

What you'll do

- Define and implement a strategic planning process for the charity that enables us to respond flexibly to the needs of the Parkinson's community and external environment.
- Integrate strategic planning with portfolio management, financial and operational planning.
- Coordinate the strategic plan and planning process, including its continuous improvement based on internal and external data and insight.
- Influence and improve operational planning; coordinating the alignment, production and regular review of robust operational plans.
- Promote a culture of prioritisation, accountability and community involvement through planning and performance measurement.
- Lead and continuously improve the strategic performance framework and balanced scorecard reporting.
- Help staff and trustees to understand our strategy and business plan and how it relates to their work, by planning and delivering internal communications activities
- Produce and maintain performance reports that track the charity's progress in delivering the strategic and operational plans, and portfolio.
- Work collaboratively with senior colleagues to develop and operate performance reporting and decision making (including strategic measures) that assess progress against operational plans and strategy.

What you'll bring

- Experience in strategic business planning, management and tools **(A&I)**
- Experience coordinating the development of organisation wide strategy **(I)**
- Ability to engage, consult and obtain buy-in with a diverse range of stakeholders to deliver strategic planning and reporting measures **(I)**
- Attention to detail, with an analytical and bigger picture mindset; confident handling quantitative and qualitative data sets to generate insight and visualisations. **(A,I)**
- Proven experience in writing concise, meaningful reports using data and narratives; confident presenting to senior stakeholders **(A&I)**
- Ability to prioritise own workload effectively and enable others to meet challenging deadlines. **(A&I)**
- A strong understanding of impact and strategic measurement concepts, and experience using these to show how an organisation is performing against its strategic aims and day to day business **(A&I)**
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively. **(A)**

(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 **Interim Head of Project Delivery / Head of Delivery Services (maternity leave)**

Your contract will be **permanent**

You'll work **35 hours a 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 **£50,000 per year**

Your main relationships will be with:

- **Finance Business Partners**
- **Executive & Operational Leadership Teams**
- **Data and Insights Leads**
- **Delivery Services Team**
- **Programme and Project Managers**
- **Business Support Officers**
- **Governance Team**

Be a part of the **Finance and Operations** directorate

We enable, build and develop strong foundations that deliver a clear vision and strategy in financial operations, technology and innovation, all underpinned by comprehensive insights and data.

We work closely with colleagues in Governance and other directorates to ensure the efficient and effective provision of information to the Board of Trustees, Audit & Risk Committee and Investment Committee.

By working collaboratively, we endeavour to make the charity the best it can be by delivering a strong financial strategy and a robust technology infrastructure. We'll work across the organisation to realise our shared ambitions and deliver on those plans.

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.

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 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 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.