

Everything you need to know about being our Personal Assistance Grants Manager

You'll lead, manage and develop a UK wide Personal Assistance grants programme, including Emergency grants, that supports people living with Parkinson's in the greatest financial need, providing items, services and home adaptations that help people live better with Parkinson's or help them access activities that increase their physical activity or improve their well-being.

You will be responsible for all aspects of communicating about, operational administration of and monitoring, evaluation and reporting for the programme. Using data and insights to analyse the efficiency and impact of the awards made, you will recommend development of programme principles, criteria and operational delivery processes.

What you'll do

- Lead the operational management and delivery of the end to end Personal Assistance Grants programme process whilst maintaining excellent customer relationships
- Manage all required records and systems for grants awarded including financial requirements
- Work collaboratively with colleagues and the Parkinson's community to ensure consistency with other grants programmes across the organisation
- Lead and develop sustainable volunteer grants panel involvement that is representative of the communities the charity aims to support
- Manage and develop systems to monitor, review and evaluate the efficiency of the grants process and impact of grants awarded and recommend ongoing improvements
- Create relevant and appropriate communications, marketing and reports for the programme for a range of audiences and purposes
- Manage the continuous development of the programme based on analysis of data and insight identified and collated

What you'll bring

- Exceptional organisational skills with the ability to prioritise your own workload effectively and manage competing time pressures **(A, I)**
- Demonstrable experience of developing and managing operational activities and raising quality standards with a solution focused approach to problem solving **(A, I)**
- Skilled communicator at all levels; able to deliver complex messages to a range of audiences effectively and report in an engaging and meaningful way **(A, I, T)**
- Collaboration and engagement skills with the ability to work in an inclusive and user focused way with both colleagues and volunteers **(A, I, T)**
- Experience of monitoring, analysing and interpreting data to inform recommendations for process improvement and strategic decision making **(A, I)**
- Clear understanding of confidentiality and information asset management **(A, I)**
- Experience of operating in a modern digital workplace, including using digital tools **(A, I)**

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

(T) indicates that this criteria will be assessed by a Test (or presentation)

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

A bit more about the role

You'll report to the **Head of Shared Adviser Service**

Your contract will be for **12 months**

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

You'll work **at home**

You'll be paid **£39,200 per year**

Your main relationships will be with:

External Relationships:

- People affected by Parkinson's and their families, friends and carers who apply for grants
- Partner and delivery organisations and companies fulfilling grant awards

Internal Relationships:

- Regional teams
- Shared Adviser services, including the Benefits and Employment Adviser team
- Finance colleagues
- Procurement colleagues
- Local group lead volunteers

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.

The directorate delivers services to individuals and communities across the four nations including information and support, community development, volunteer support, and local group support.

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.

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

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.