

## **Swindon & District Branch**

**Over 42 years supporting those affected by Parkinson's in the Swindon Area**

### **Branch Chair – Swindon & District Branch**

Parkinson's UK local branches offer friendship, support, and numerous activities for people affected by Parkinson's whether they are a member of the branch or of Parkinson's UK. This includes their carers and families.

#### **Expectations:**

20 – 25 hours a month, mainly home based with a monthly committee meeting in Swindon's Tesco Ocotol Way Community Room, normally on the first Tuesday of each month from 7 – 9pm, fundraising activities and a monthly social meeting.

#### **In this role you would:**

- Lead a committed group of volunteers, you'll be a core part of the local Parkinson's community, meeting new people and making a difference and carrying on the good work that earned the Branch the prestigious HM The Queen's Award for Voluntary Services in 2019.
- Local groups across the UK are run by volunteers and offer friendship and support to people living with Parkinson's and their families and friends.
- As a Branch Chair you will provide leadership to the group, helping the committee work together to carry out its work effectively.
- You will shape the activities offered in your area, bringing your group and committee together whilst developing leadership skills. It is also important to maintain good relations with the Mayor who changes annually through their secretary who you will get to know, local MPs, Healthwatch Swindon and Healthwatch BANES, Swindon Parkinson's Services and many other local bodies.
- From monthly committee meetings to liaising with local staff you'll be a key point of contact for Parkinson's UK, acting as an ambassador for the charity.
- As part of recruitment, you will be asked to provide a reference for this role. Speak to your Local Network Support Officer, Jane Henderson who will contact you on application for more information.

#### **Where**

Supporting those affected by Parkinson's in Swindon & wider surrounding district.

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### **What you will be doing**

- Chairing the monthly committee meetings.
- Engaging with local staff, volunteers, and your local community, to ensure the group has the greatest possible impact on those affected by Parkinson's in your area.
- Making use of local media to promote awareness of Parkinson's and the branch's support services.
- Staying up to date with news and developments of Parkinson's UK, actively sharing them with the group.
- Making the best use of the skills and strengths of other volunteers to meet the needs of local people affected by Parkinson's.
- Support the group, with the help of local staff, to operate within Parkinson's UK guidelines.

### **The skills you need**

- Enthusiasm; for Parkinson's UK and as an ambassador for your local group.
- Strong leadership, organisational and communication skills.
- The ability to lead meetings in an open and inclusive way, making decisions that will take into account multiple viewpoints.
- Can-do attitude to making things happen in your local community, taking on board the feedback of those affected by Parkinson's in your area.
- Confidence in using a computer and email.

### **What's in it for you**

- Play a crucial role in the local Parkinson's community, making new friends and building connections.
- Learn and develop valuable leadership skills, good teamwork and also people skills.
- You will be part of a pioneering organisation, committed to finding a cure and improving life for everyone affected by Parkinson's in your local area and beyond.

### **Disclaimer**

It's important that people affected by Parkinson's can trust us with their personal information. As a Branch Chair you will have to ensure that the branch membership secretary, whose role it is to handle and maintain branch members' personal or sensitive data, which you will have access to. To undertaking this role as chair you will need to complete the Parkinson's UK Advanced Data Protection training. Your Parkinson's UK staff contact can help you do this.

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### **Downloads**

[Branch Chair.pdf](#)

### **Other information**

Minimum age 18

**To find out more or apply for the role:**

Please read the role description fully prior to completing the application pack or If you would like to know more about the role before applying please contact our Branch Parkinson's Network Support Officer Jane Henderson, whose details are below. Also, application packs can be obtained from Jane and also submitted.

**Jane Henderson, Network Support officer Parkinson's UK.**

[jhenderson@parkinsons.org.uk](mailto:jhenderson@parkinsons.org.uk)

**Phone: 0344 225 3694**

**Mobile: 07815 610579**