

## **Swindon & District Branch**

Proudly supporting those affected by Parkinson's in the Swindon Area since 1978



### **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 will 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.

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

- Chairing the monthly committee meetings.

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- 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 consider 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 is 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 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 is 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, does so securely. As Branch chair, you will have access to this data and 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 submitted. **Jane Henderson, Network Support officer Parkinson's UK.**

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

Phone: 0344 225 3694

## Swindon & District Branch

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### Branch Vice Chair – Swindon & District Branch

The branch vice chair represents the chair in their absence and facilitates collaborative working across the committee to enable the group to carry out its work effectively.

#### **Expectations:**

10 -20 hours a month, mainly home based with a monthly committee meeting in Swindon's Tesco Ocotal Way Community Room, normally on the first Tuesday of each month from 7 – 9pm, fundraising activities and a monthly social meeting.

#### **Where**

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

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

- Keep up to date about the news and developments of Parkinson's UK and actively share them with the group.
- Make effective use of the skills and strengths of other volunteers so that the group can have the greatest impact in your local area.
- Engage with local staff and other volunteers to meet the needs of local people affected by Parkinson's.

#### **As the branch vice chair, you would have the opportunity to:**

- Do something meaningful for people affected by Parkinson's within your local area.
- Meet new people and make new friends, both in the group and in the local community.
- Learn and develop valuable leadership, also teamwork and people skills.

#### **We are looking for volunteers who:**

- Have strong leadership, organisational, communication and importantly IT skills so you can work effectively with a wide range of people and leading the group.
- Can make balanced decisions considering multiple views to meet the needs of local people with Parkinson's.
- Have a positive attitude to make things happen in your local community.



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### You will:

- Forge new friendships and meet new people, both in the branch and in the local community.
- Gain valuable organisational and people skills.
- Do something useful and meaningful for your community and people who are affected by Parkinson's in your area.

### To fulfil this role, you will:

- Be a good communicator, as you will be working with a wide range of different people, using various IT skills.
- Be collaborative and team focused, as you will take part in regular meetings and discussions.
- Be motivated and reliable, and able to travel to different venues if the pub lunch volunteer.

### **Other information**

- Minimum age 18

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

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

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## **Swindon & District Branch**

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### **General Committee volunteer – Swindon & District Branch**

This is an 'all-rounder' role, which may involve:

- To help the Branch run smoothly.
- contributing ideas for fundraising, activities, and speakers.
- sharing experiences with the committee and connecting with the local community.
- meeting & greeting, helping to prepare for and clear up after group meetings.
- Committee members will be expected to have an individual role.

#### **Expectations:**

5 - 10 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 to 9pm, fundraising activities and monthly social meetings and events.

#### **Where**

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

#### **You will:**

- Forge new friendships and meet new people, both in the branch and in the local community.
- Gain valuable organisational and people skills.
- do something useful and meaningful for your community and people who are affected by Parkinson's in your area.

#### **To fulfil this role, you will:**

- Be a good communicator, as you will be working with a wide range of different people, using various IT skills.
- Be collaborative and team focused, as you will take part in regular meetings and discussions.
- Be motivated and reliable, and able to travel to different venues. e.g. If the pub lunch event organiser.

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### **Other information**

Minimum age 18

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

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