



## **Trustee – Cure Parkinson's**

<b>Remuneration</b>	The role of Trustee is unpaid
<b>Reporting to</b>	Board of Trustees
<b>Location</b>	Cure Parkinson's office is at 120 New Cavendish Street, London W1W 6XX. Board meetings are generally held at the office.
<b>Time commitment</b>	Four board meetings per year, an annual away day and Trustee Committee meetings. You may also be asked to occasionally represent the charity at events and meetings with key stakeholders, including funders.

## **The Charity**

Cure Parkinson's is the only organisation in the UK solely dedicated to finding a cure for Parkinson's. Parkinson's is the fastest growing neurological condition in the world. The underlying symptoms of Parkinson's are treated with a range of medication, but currently none of these slow, stop or reverse the progression of the disease.

We work with funders and institutional partners around the world to initiate and fund key research and ground-breaking clinical trials. Total revenue is in the order of £5 million pa.

At Cure Parkinson's, we are striving to find treatments that change the way the disease progresses and transform the lives of people living with Parkinson's. Thanks to major inroads and constant advances in our understanding of the condition, new efforts to match this emerging science with novel treatments are now underway. Our work is to guide, promote and sustain these efforts and ultimately to find a cure.

The charity is governed by its trustees, who meet regularly as a full board as well as in smaller specific committees reporting to the board, being the Finance, Governance & Risk and Marketing & Fundraising Committees. In addition, the charity runs two independent committees of eminent scientists and clinicians to consider relevant research proposals.

The charity is led and staffed by an energetic, motivated and well-informed group of employees inspired to achieve our goal. They seek to find and fund a cure for Parkinson's, with urgency for people living with the condition. They work in a collegiate manner with a pioneering spirit, confidently led by the Chief Executive and Senior Leadership Team (SLT) appointed by the trustees. Promoting this culture and enabling it to thrive is an important part of the role.

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

## ROLE DESCRIPTION

### Summary / Overall purpose

To be collectively responsible for the operations of the charity with the other trustees, as a member of the Board of Trustees.

### General Responsibility

- To ensure that the charity, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document and strategies.
- To seek to achieve the purpose of the charity and to pursue the charitable objectives and provide public benefit.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity, safeguarding its good name and values.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties.
- To contribute actively to the Board of Trustees, working alongside the SLT to set a clear strategic direction for the charity, and assess performance against organisational strategies, goals and targets.
- To act in the best interests of the charity, beneficiaries, and future beneficiaries at all times.
- To support the Chief Executive and other employees and promote the positive culture of the charity.
- Be an active champion of the organisation.
- Network on behalf of the charity to solicit funds on a peer-to-peer basis.
- Build relationships and rapport between board and staff.
- To enable promotion and development of the charity in order for it to grow and maintain its public benefit and recognise the situation when it may be more appropriate to merge the charity, wind the charity up or change its direction because the charitable objects have been achieved or otherwise become unsustainable.
- To declare any personal conflict of interest while carrying out the duties of a trustee.
- To ensure that robust systems are in place for internal financial control and the protection of the charity's funds and assets.
- To ensure the financial stability of the charity, including a proactive involvement in fundraising.

- To abide by the charity's policies.
- To keep informed about the activities of the organisation and wider issues, which affect its work.
- To maintain absolute confidentiality about all aspects of the trustees' business.

## **PERSONAL SPECIFICATION**

### **Essential skills and experience – general**

- Evidence of support for the vision of Cure Parkinson's
- Evidence of strategic vision with good, independent judgement and the ability to think creatively
- Evidence of the ability to work effectively as a team member
- Board or committee experience
- Commitment to representing the charity at events
- Understanding of the experience of people with Parkinson's

### **In addition, each Trustee must have**

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- The courage and willingness to speak their mind

### **Skill specific trustees**

The following are the desired role specialisms for trustees:

- Pharmaceuticals and business development
- Clinical research
- Finance/Accounting
- Fundraising
- HR
- Legal
- Marketing and communications

## PHARMACEUTICALS AND BUSINESS DEVELOPMENT

### **Specific responsibility – pharmaceuticals and business development**

Provide insight and expertise from the pharma industry on business collaboration, drug development and working with regulators to bring drugs to market.

### **Essential skills and experience – pharmaceuticals and business development**

- Experience or knowledge of working within pharmaceutical industry or advising the industry on business development and collaborations.
- Experience or knowledge of product licensing deals and/or license extensions, particularly into new indications (for example, in-licensing of brands and/or the creation of joint ventures or co-promotions delivering products to patients).
- Clinical trial operations experience or knowledge (for example, site selection, patient recruitment and contracting with centres).
- Experience or knowledge of leading products through the regulatory process to obtain marketing authorisation.
- Market access and value creation: experience or knowledge of HOER (Health Economics Outcomes Research), especially related to HTA processes e.g. NICE, Sign & AWMSG.

## CLINICAL RESEARCH

### **Specific Responsibility – clinical research**

Provide an up-to-date clinical research perspective to Cure Parkinson's Board of Trustees to inform discussions and decision making on funding research and other activities of the charity.

### **Essential skills and experience – clinical research**

- A clinician with a professional qualification in good standing with their professional/registering body.
- At least ten years' experience as a clinician.
- Able to demonstrate experience of and an interest in research into Parkinson's in a management or leadership role.
- Ability to contribute to strategy and service development at Cure Parkinson's, including but not limited to providing an up-to-date clinical perspective.

## **FINANCE/ACCOUNTING**

### **Specific responsibility – finance/accounting**

- To attend the charity's quarterly Finance Committee meetings, which reviews and approves the appointment of auditors, management and statutory accounts, annual budgets, cashflow, investment strategy, financial risks and all other aspects of financial control of the charity and make recommendations to the full Board of Trustees as appropriate.
- To attend the charity's quarterly Board of Trustee meetings to ensure, with the other trustees, proper governance and strategic direction of the charity.
- To keep up to date with legal requirements and best practice, recommending changes to the way the charity operates if appropriate.

### **Essential skills and experience – finance/accounting**

- Qualification as Chartered Accountant.
- A minimum of 10 years' experience in practice or industry.
- Evidence of strategic vision with good, independent judgement and the ability to think creatively.
- An effective communicator with strong oral and written skills.
- Evidence of the ability to work effectively as a team member.

## FUNDRAISING

### **Specific responsibility - fundraising**

- Attend Fundraising and Marketing Trustee Committee meetings.
- Oversee fundraising through policy-approval, oversight and guidance of the SLT, to make sure it is carried out in legal, honest, ethical and accountable ways.
- Strategically assess where fundraising fits into the overall organisational strategy providing guidance and oversight to the SLT and fundraising staff to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets with real insight.
- Be involved in assessing the risk register for fundraising, especially when considering new or ambitious fundraising strategies, particularly through oversight and guidance of the SLT and fundraising team.
- Support and encourage the fundraising team in their work and where required work with them to design and facilitate the organisation's approach to fundraising.
- Encourage an entrepreneurial fundraising culture and assess the cost-benefit ratio of each planned type of fundraising in collaboration with the SLT and fundraising team.

### **Essential skills and experience – fundraising specific**

- A professional understanding of fundraising including digital channels, an ability to monitor progress and hold fundraisers to account and to ask the right questions about fundraising strategy and implementation.
- Experience of diverse fundraising practices, which may include statutory funds, grant making trusts and foundations, major gifts, corporate, events and individual giving.
- Excellent networking skills, influencing and communication skills.
- An understanding of the UK charity sector, good governance, Charity Commission, Companies House requirements, Fundraising Regulator, legislative and statutory requirements.
- Thorough understanding of the Fundraising Code of Practice.
- An understanding of the challenges facing medical research charities in maximising income streams & donor cultivation.

## HUMAN RESOURCES

### Specific responsibility – HR

- Ensure the HR functions of the charity are conducted within legal requirements and best practice.
- Advise on good practice in staffing and HR matters.
- Provide strategic oversight of any future restructure and impact on HR.
- Oversee and review of policies and procedures relating to HR.
- Support the Chief Executive and board in recruiting, monitoring and reviewing the performance of key staff, rewarding performance accordingly and identifying appropriate development opportunities.
- Ensure the board monitors and reviews the performance of the Chief Executive and identifies appropriate development opportunities.
- Advise the board upon how it should develop and adapt as the charity grows.

### Essential skills and experience – HR

- Currently employed in a senior HR role.
- Experience of developing, executing and then reviewing an HR strategy and related goals.
- Willingness to lead, where appropriate, and participate in discussions concerning the needs of the employees and volunteers.
- Experience of performance management, HR/employment law issues and implementing them contextually.
- Able to demonstrate a good understanding of current developments in HR, staff and development training and recruitment.

## LEGAL

### Specific responsibility – legal

- To attend the Governance & Risk Committee meetings.
- To advise the board and SLT of the legal duties, responsibilities and liabilities of charity governance.
- Support the board with legal insight across all areas of the charity's operations such as governance, HR, data protection, fundraising and contracting.

### Essential skills and experience – legal

- Legal experience from either the private or public sector with experience of non-profit organisations.
- Experience in contract negotiations.
- Understanding of employment law / HR policies.
- Understanding of data protection legislation.
- Understanding of fundraising and charity legislation.

## MARKETING AND COMMUNICATIONS

### Specific responsibility – marketing and communications

- Attend the board's Fundraising and Marketing Committee meetings.
- Oversee the delivery by the SLT of the charity's marketing and communications activities to ensure it is carried out in legal, honest, ethical and accountable.
- Strategically assess and advise upon the marketing and communications activities and plan should fit into the overall organisational strategy of the charity.
- Contributing knowledge of marcoms techniques and strategies, advising on strategies and providing insight into understanding results achieved by the charity.
- Build relationships and rapport between the board and marketing and communications staff.

### Essential skills and experience – marketing and communications

- Ability to demonstrate a full range of communications and marketing skills particularly in the area of digital marketing.
- Excellent written, verbal and presentational skills with a track record of producing high quality, inspiring and compelling content across a range of channels / audiences.
- Experience in briefing and influencing a range of press and media contacts in order to achieve positive news coverage, preferably including interviews as a spokesperson.
- Good judgement in applying analytical and evaluation skills.
- Analytical skills and ability to interpret and work with a range of data and information to build marketing and communications strategies and to evaluate impact of activity.
- Experience of managing and mitigating reputation risk.
- Experience of working within the charity, voluntary and public sector.

**Cure Parkinson's**  
[cureparkinsons.org.uk](http://cureparkinsons.org.uk)  
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