



**Multiple Sclerosis  
& Parkinson's**  
CANTERBURY  
*strong connections*

**BrainTree Wellness Centre,  
70 Langdon's Rd  
Papanui  
Christchurch  
www.ms-pd.org.nz**

<b>Job Title:</b>	Manager	<b>Location:</b>	BrainTree Wellness Centre 70 Langdons Road, Papanui
<b>Hours of Work:</b>	37.5 hours per week (negotiable)	<b>Salary Range:</b>	To be negotiated
<b>Responsible to:</b>	Chair of MS and Parkinson's Canterbury Charitable Trust	<b>Travel Required:</b>	Some travel using a Braintree Vehicle
<b>Mission:</b>	<b>Key Relationships:</b>		
Enabling people with MS and Parkinson's to manage their health and wellbeing.	External: <ul style="list-style-type: none"> <li>• Service users and their supporters</li> <li>• Health and Disability Professionals</li> <li>• Community organisations</li> <li>• Neurological Organisation tenants at the BrainTree Wellness Centre</li> <li>• Public and Private Health Agencies</li> <li>• Sponsors and funders</li> <li>• Financial and in-kind supporters</li> <li>• General Public</li> </ul> Internal: <ul style="list-style-type: none"> <li>• Fundraising and Marketing Manager</li> <li>• Staff, volunteers and contractors</li> <li>• MS and Parkinson's Board</li> </ul>		
<b>Position Purpose:</b>	The manager will lead the organisation, ensuring the Trust provides a high standard of services, information, and support to service users and supporters.  The manager will ensure the culture and vision of the Trust is promoted and services are developed to reflect the health and well-being needs of those living with MS and Parkinson's.  Our organisation supports Te Tiriti o Waitangi and focuses on equity and diversity.		
<b>Personal Specifications:</b>			
Knowledge and skills <ul style="list-style-type: none"> <li>• Leadership – at least 3 years management and leadership experience</li> <li>• Demonstrated evidence of financial management, reporting and compliance</li> <li>• A high level of initiative and drive to succeed in achieving stated levels of service within budget</li> <li>• Ability to network and build positive relationships with internal and external stakeholders</li> <li>• Ability to work in partnership with the health sector, associated organisations and community groups</li> <li>• Experience with community funding</li> <li>• Strong IT skills with the ability to use an array of software, social media applications and manage a database</li> <li>• High level of written and oral communication skills</li> </ul> Attributes <ul style="list-style-type: none"> <li>• Highly self-motivated, able to manage competing priorities and meet deadlines</li> <li>• Demonstrates self-reliance, flexibility, and adaptability</li> <li>• Possess a high level of empathy</li> <li>• Excellent interpersonal and communication skills; proven ability to lead a team successfully</li> <li>• Holds a current clean full New Zealand Driver's License</li> <li>• Ability to use the strengths of others, foster a team spirit and work collaboratively</li> <li>• Have a love of learning</li> </ul>			

Approved by:	Board MS and Parkinson's Canterbury	Date:	12 January 2023
Last Updated by:		Date:	

## Job Description

### Role and Responsibilities

Responsible for the operational management of Multiple Sclerosis and Parkinson's Canterbury ensuring quality services and a positive culture are promoted and maintained. Identifies changing needs and opportunities for future growth and development of the Trust reflecting the MS and Parkinson's community and its supporters.

- Oversees the implementation of the strategic plan
- Responsible for the financial management of the organisation including overseeing the funding programme
- Ensures programmes are of a high professional standard
- Develops strong relationships within the Health Sector including the Manatū Hauora - Ministry of Health; Te Whatu Ora - Health New Zealand; associated Neurologists; and with the MSNZ and Parkinson's New Zealand Charitable Trust (PNZ)
- Provides leadership, a positive collaborative culture and support to all staff and volunteers
- Spokesperson and 'face' of Multiple Sclerosis Parkinson's Canterbury
- Reports to the board

## Key Performance Indicators

A layered approach will be used to measure performance in this role:

- Delivery against the MS and Parkinson's Society Strategic and Annual Operational Plan
- Delivery against position description and key identified priorities
- Personal objectives as identified in Annual Performance Plans

Key Responsibilities	Tasks
Management and Leadership	<ul style="list-style-type: none"><li>• Develop and implement an annual operational plan reflecting the strategic direction and objectives of the Trust</li><li>• Accountable for operational Funding Framework and Plan in conjunction with the Fundraising and Marketing Manager</li><li>• Accountable for key policies and procedures required to implement the strategic plan and delivery of services</li><li>• Review, monitor and streamline administration systems ensuring appropriate data collection and integration utilising applicable IT systems and software</li><li>• Promote a positive and collaborative culture within MS and Parkinson's while embracing the integrated philosophy of the Braintree Wellness Centre</li><li>• Responsible for recruitment, training, development and the well-being of staff and volunteers</li></ul>
Financial Management	<ul style="list-style-type: none"><li>• Responsible for the financial management of the organisation</li><li>• Review and monitor spending and income against the annual budget</li><li>• Report monthly to the Board on the operational plan and finances</li><li>• Liaise with Board Treasurer providing expenditure and funding income updates as required</li><li>• Assist the Board in preparation of the annual budget</li></ul>

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Service delivery and development	<ul style="list-style-type: none"> <li>Accountable for MS and Parkinson's Canterbury staff and service providers to ensure appropriateness and quality of service and programmes</li> <li>Identify changing needs and opportunities for future growth of services ensuring delivery benefits the health and well-being of the MS and Parkinson's community</li> <li>Use evidence-based information to propose any service changes or delivery priorities and associated resources required</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Working with the Fundraising and Marketing Manager, ensure an annual funding plan and its implementation is a priority and meets the financial needs of the organisation</li> <li>Seek opportunities to grow our income through new contracts and innovative partnerships</li> <li>Accountable for community grant applications and the management of the associated schedule of funds, and reporting</li> <li>Manage, negotiate, and report on the Manatū Hauora - Ministry of Health; Te Whatu Ora – Health New Zealand contracts and any other additional contracts</li> <li>Review and monitor the Trusts key communications, funding, and sponsorship applications as appropriate</li> </ul>
Communications and collaboration	<ul style="list-style-type: none"> <li>Spokesperson and 'face' of MS &amp; Parkinson's Canterbury</li> <li>Establish and maintain positive relationships with the Health Sector, MSNZ and Parkinson's New Zealand Charitable Trust (PNZ), supporters and sponsors of MS and Parkinson's Canterbury and associated community organisations,</li> <li>Engage with key funding bodies establishing enduring relationships</li> <li>Actively promote the Trust alongside the Fundraising and Marketing Manager to develop key stakeholder relationships</li> <li>Work with the Fundraising and Marketing Manager to ensure digital technology and social media effectively promotes the organisation and enhance fundraising activities</li> <li>Collaborate with other neurological organisations to drive the vision of the Braintree Wellness Centre and shared community space</li> </ul>
Compliance Management and reporting	<ul style="list-style-type: none"> <li>Prepare documentation for the Trusts annual report and ensure all other annual reporting and compliance requirements are accurate and current.</li> <li>Responsible for Health and Safety compliance and associated risk register, report to the Board monthly</li> <li>Ensure compliance with building/ property leases and insurances</li> <li>Oversee IT and communication systems ensuring they are 'fit for purpose' by utilising applicable and appropriate software</li> </ul>
Other	<ul style="list-style-type: none"> <li>Carry out other duties as required by the Board which are in line with the role and can be accomplished within workload</li> </ul>

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