



VACANCY PACK

Join us as we lead the search for a cure.



Registered with
FUNDRAISING
REGULATOR

**ALZHEIMER'S
RESEARCH UK** **FOR A
CURE**



WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

Working for Alzheimer's Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

Hilary Evans-Newton.

Hilary Evans-Newton
Chief Executive



STAKEHOLDER ENGAGEMENT OFFICER

JOB DESCRIPTION

Main Purpose of the Role

As the UK's leading dementia research charity, we're determined to stop this from becoming a reality. We're working to revolutionise the way we treat, diagnose and prevent dementia. But we will not stop there. With your support, we will keep going until every person is free from the heartbreak of dementia. We exist for a cure.

Sitting within the Chief Executive's Office, the Stakeholder Engagement Officer will support in managing engagement with Alzheimer's Research UK's senior ambassadors and other key internal and external stakeholders.

Reporting to the Strategic Engagement Manager, this role will offer relationship management and administrative support, to ensure the engagement activity of Alzheimer's Research UK senior ambassadors is aligned with the charity's overall mission, and to maximise support and impact from the charity's senior stakeholders.

This role is also available for those looking for part time working with a minimum of 28 hours.

Key Responsibilities

Stakeholder Engagement / Relationship Management

- Build and maintain relationships with key internal and external stakeholders, ensuring Alzheimer's Research UK's senior ambassadors are effectively updated on news and events relating to the charity and dementia research more broadly.
- Be responsible for stewarding Alzheimer's Research UK's senior ambassadors, to ensure they feel well connected to the charity, and are enabled to carry out an impactful programme of engagement.
- Work with teams across the organisation to oversee updates to key messaging and briefing materials for senior stakeholders.
- Act as a conduit / liaison point between Alzheimer's Research UK and some of its external stakeholders.
- Support the Strategic Engagement Manager and Director of Strategy & Governance on other strategic projects and programmes of work as and when required.
- Work with Strategic Engagement Manager, Head of Governance and Governance Manager on any matters arising relating to Conflicts of Interest.

Communications and Administrative Support

- Draft external stakeholder communications from the Chief Executive, senior team and / or senior ambassadors as required.
- With support from the Strategic Engagement Manager, lead on internal communications relevant to Alzheimer's Research UK's senior ambassador programme.
- Proof stakeholder briefings and other resources to ensure content is of a high and appropriate standard, both in terms of accuracy and tone.
- Oversee internal filing and resources relevant to Alzheimer's Research UK senior ambassadors, including Terms of Reference documents for the charity's senior honorary positions.
- Ensure risks relating to engagement with senior stakeholders are suitably logged and updated.

Additional Responsibilities

- Provide a professional, efficient and thoughtful service, upholding the reputation of the charity at all times.
- To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with Line Manager.
- Champion the principles equity, diversity and inclusion in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- Demonstrable ability to work with and influence a variety of different internal and external stakeholders at all levels.
- Experience of managing key relationships with stakeholders in a range of settings at a variety of levels.
- Experience of drafting and coordinating briefing materials.

Desirable:

- Experience of overseeing schedules / programmes of engagement of senior stakeholders.
- Experience of working in communications and engagement.
- Experience of working in a charity/non-profit environment.
- Some understanding, or interest in, of dementia and recent research progress into the condition.

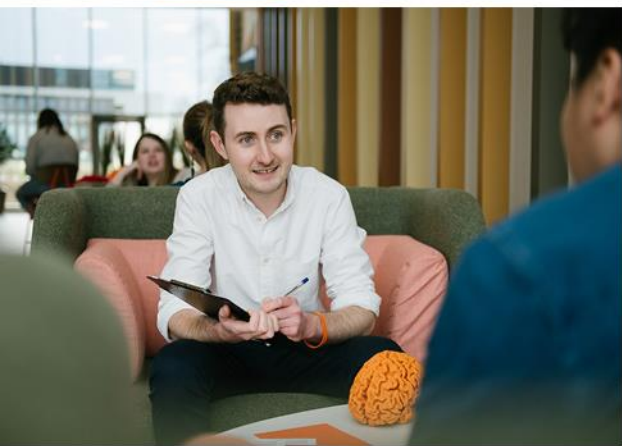
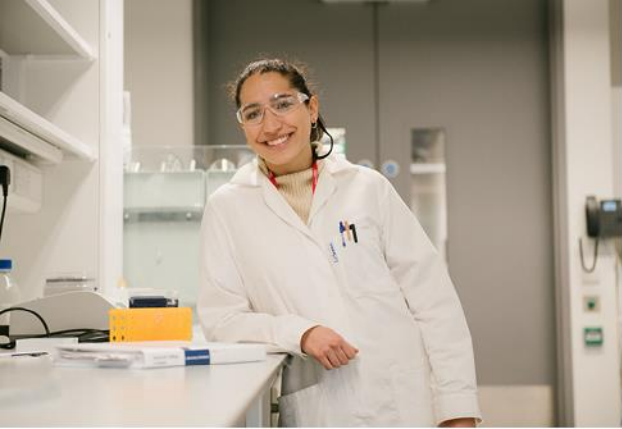
Skills and Personal Attributes:

Essential:

- Excellent inter-personal skills, with an ability to build and maintain relationships, trust, and inspire respect at all levels.
- Strong team player who can work both independently and collaboratively with stakeholders at all levels.
- Excellent written and verbal communication skills, with a high attention to detail.
- Ability to digest briefings / key announcements and extract key points and messaging relevant to your audience.
- Demonstrable ability to take initiative and adapt ways of working to suit a specific individual and / or circumstance.
- Excellent planning and organisational skills, with the ability to manage a varied workload.
- Demonstrates strong negotiation and influencing skills.
- Strong ethical standards and a high level of personal integrity and empathy.
- Ability to maintain discretion and confidentiality at all times.
- Excellent listening skills, demonstrating flexibility and an ability to learn.
- Proficient IT skills in Microsoft Office (Word, PowerPoint and Excel).

Desirable:

- Flexibility and willingness to travel when required.



WORKING AT ARUK

In 2024, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises **'World Class'** levels of workplace engagement. This is the second consecutive time; we have been awarded a Best Companies 3-star accreditation.

We were also listed in the prestigious Best Companies lists:

- 18th in the 100 Best Large Companies to Work For in the UK.
- 10th in the 50 Best Companies to Work For in the East of England.
- 2nd in the 30 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**



BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



HOLIDAY ENTITLEMENT

Employees receive 29 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



HEALTHCARE

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



SICK PAY

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



PENSION

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.



CYCLE TO WORK SCHEME

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



FAMILY FRIENDLY POLICIES

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



LEARNING & DEVELOPMENT

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.



TERMS OF APPOINTMENT

- Contract Type:** Permanent
- Salary:** Circa £31,000 per annum
- Working Hours:** 35 hours per week
- Ways of working:** As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

OUR OFFICE

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. While we strive to anonymise your CV where possible, there are certain sections, such as the application question, that cannot be fully anonymised. We kindly ask that you remove any personal information, including your name, when answering the application question. The hiring panel will not have access to your personal details, such as your name and address, until you are invited for an interview. Should you require any adjustments at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org.

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#). Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification.

The closing date for applications is **23rd February 2025**, with interviews likely to be held on **3rd March 2025**. We would encourage you to submit your application at the earliest opportunity, as on occasion we may have to bring forward the interview date and/or the closing date based on the needs of the business. Although a possibility, this will only happen in exceptional circumstances. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our Stem Cell testing policy at ARUK.