



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



**Inclusive
Employers
Standard**
Silver
Accreditation 2024





BUSINESS INTELLIGENCE OFFICER

6-MONTH FTC

JOB DESCRIPTION

Main Purpose of the Role

This role sits within the Business Intelligence team, providing all other teams with critical analysis and modelling that empowers the charity's core mission to find a cure for dementia. Working alongside other Business Intelligence Officers, the successful candidate will use a mature software stack to create custom analysis and bespoke reporting across a range of areas including Corporate Partnerships, Fundraising, and Finance. They will care about the precision and accuracy of the data they interpret and be passionate about improvements to the ways in which it's stored and structured. In addition, their curiosity and ability to build strong professional relationships will enable them to understand wider organisational priorities and communicate technical concepts clearly to any audience.

This is an exciting time to join Alzheimer's Research UK as we undertake an ambitious Data, Digital and Technology programme to reach our long-term goals, and this role provides the 6 months backfill for team members who have stepped into project-specific positions.

This role is being offered on a 6-month Fixed Term Contract.

Key Responsibilities

- Deliver accurate and timely reporting and analysis to support teams across the organisation understanding their performance, in accordance with agreed deadlines.
- Interpret analytical findings and communicate clear insights, observations and evidence-based recommendations to relevant teams.
- Work closely with teams to understand their strategies, plans and needs to ensure effective reporting is in place.
- Develop and maintain a suite of data models to improve forecasting capabilities, understanding of LTV and propensity to give.
- Identify and use the most appropriate techniques/software to ensure analytical outcomes are logically and clearly communicated to relevant stakeholders.
- Build relationships with fundraising teams in order to effectively support their reporting and analytical requirements.
- Work closely with the Digital and Supporter Experience Teams to ensure the effective integration of online and offline reporting and analytics.
- Support the continuous development of data selections tooling, working with key stakeholders to determine how best to integrate insight, testing and regulatory requirements.
- Maintain and carry out planned improvements to core tables, views and packages in Snowflake.
- Undertake any other reasonable tasks as requested by the Business Intelligence Manager.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Demonstrable experience of using large relational databases and analysis packages.
- Experience of developing advanced statistical models, reports and dashboards.
- Experience of influencing stakeholders through an insight-led and data driven approach.
- Background in analysis, statistical methods and data-driven decision making.
- Strong SQL skills, including the ability to query, manipulate and validate data held in large relational databases.
- Experience of developing reports and dashboards using Power BI, or similar data visualization platform.
- Experience of working with Snowflake, or similar data platform.
- Strong interpersonal and stakeholder management skills, with the ability to build collaborative working relationships across different internal & external teams.
- Ability to translate complex data and analytical findings into clear, accessible information for non-technical audiences.
- Collaborative and service-focused approach, with a commitment to understanding and responding to stakeholder needs.
- Commitment to using data responsibly and maintaining high standards of accuracy and quality.
- Advanced Excel skills.
- Proactive and solutions-focused, with the ability to organise work, meet agreed deadlines and identify opportunities for improvement.
- Knowledge and awareness of Data protection practises.

EMPLOYEE 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 buy via salary sacrifice arrangement 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%. Salary sacrifice option also available.



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 and 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.



Electric Vehicle Scheme

Employees can lease an electric vehicle via a Salary Sacrifice Scheme. This includes 4,000 free miles of charge, charger, insurance, servicing, tyres, maintenance and breakdown all in one monthly payment.



TERMS OF APPOINTMENT

- Contract Type:** Fulltime/ Part time/ Permanent/ 12-month Fixed Term Contract, or on return of the substantive postholder
- Salary:** Circa £42,000 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.

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 \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our animal testing policy at ARUK.

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



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.

Accessible by public transport with bus and train services from Cambridge city centre and surrounding areas, the Park also runs its own commuter bus service which picks up from Cambridge Train Station (via Addenbrookes) and Whittlesford Parkway Station daily for Park occupiers.

Foot and cycle paths connect Granta Park to Cambridge, Sawston and Babraham and the Park is within touching distance of the A11 (linking with the A14 and M11) and the A505. For those travelling by car the Park also encourages membership of its free car sharing scheme.

Parking is free at Granta Park. [What-Three-Words – ///dragons.loafing.deeds](http://www.what-three-words.com/3/dragons/loafing/deeds)





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, particularly from those in the global majority, those with disabilities, men and those from the LGBTQIA+ community. 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. 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 **18th October 2026**, with interviews being arranged once shortlisting has been completed. 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.