



# 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



**CEO OFFICE EXECUTIVE**

# 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, this new position of CEO Office Executive will play a key role in delivering high quality, proactive administrative support to our Senior Leadership Team and Board of Trustees. They will be carrying out key administrative duties within the team, predominantly in executive support but also more widely across governance, strategy and internal communications.

Reporting to the Head of Governance, they will be a key member of the Governance and Executive Support team, enabling members of Alzheimer's Research UK's Senior Team to carry out their roles efficiently and to support delivery of Alzheimer's Research UK's strategy.

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

## Key Responsibilities

### Administrative support

To provide proactive and high-quality administrative support to enable our Senior Team to carry out their roles effectively, to include:

- Assist the Executive Support team in providing administrative support to the Chief Executive and other Executive Directors as required.
- Arrange and attend meetings across Alzheimer's Research UK, which may include taking and issuing minutes, drafting agendas, collating and distributing papers as appropriate, locating suitable meeting venues, room reservations and refreshments.
- Filter general information, queries, telephone calls, emails, and invitations received for the senior leadership team by redirecting to an appropriate point of contact.
- Ensure travel arrangements, including international travel, are managed effectively and within budget, including booking travel and accommodation, producing a detailed travel itinerary, arranging currency and visa requirements.
- Complete expense claims, ensuring receipts are obtained and expenses are claimed in accordance with the relevant policy.

### Governance, internal communications and strategy

- Work with the Governance team to support delivery of Alzheimer's Research UK's governance arrangements including preparation for meetings, management of meeting logistics including locating suitable meeting venues, room reservations and refreshments and general support as required.
- Help maintain a calendar of activity within the CEO Office to support the prioritisation and preparation ahead of engagement opportunities for Alzheimer's Research UK's Senior Team.
- Conduct research and information gathering to support project planning and decision making.
- Learn how to use / and be proactive in using the organisation's CRM system (Salesforce) to record key activity for the CEO Office Team.

- Support the internal comms team in their aim to make all employees feel connected to the organisation and their colleagues. This could include supporting the preparation and delivery of employee events, assisting with the collation of information for regular, all-employee comms, such as the monthly all-employee meetings and the monthly CEO newsletter, and helping to promote the CEO Office via Internal Comms.
- Work with the Director of Strategy and Governance to provide support on key priority projects relating to strategy delivery.
- Help arrange and service CEO Office team activities throughout the year.

**Additional Responsibilities:**

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

# PERSON SPECIFICATION

## Knowledge and Experience:

### Essential:

- Previous experience working in a busy administrative or coordinator role.
- Excellent customer service skills.

### Desirable:

- Experience of managing busy diaries.
- Minute taking skills.
- Experience of working in a charity/non-profit environment.

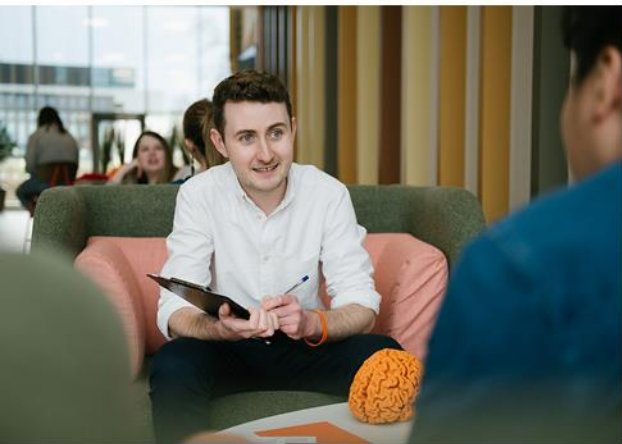
## Skills and Personal Attributes:

### Essential:

- Excellent inter-personal skills, with an ability to build and maintain relationships, trust, and inspire respect at all levels.
- Excellent prioritisation skills.
- 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.
- Excellent planning and organisational skills, with the ability to manage a varied workload.
- Strong ethical standards and a high level of personal integrity and empathy.
- Ability to maintain discretion and confidentiality at all times.
- Excellent listening skills
- Able to demonstrate flexibility, an ability to learn and a willingness to adopt new ways of working.
- 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 £25,000 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](mailto: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 **23<sup>rd</sup> February 2025**, with interviews likely to be held on **3<sup>rd</sup> 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.