



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



CORPORATE COMMUNICATIONS OFFICER

JOB DESCRIPTION

Main Purpose of the Role

The Communications Department at Alzheimer's Research UK (ARUK) informs, inspires and engages the public about dementia and the progress being made in research. This role sits within the Corporate Communications team, which forms one of several specialist teams in the wider Department.

The Corporate Communications Officer will be responsible for producing high-quality and compelling communications to raise the profile of the charity's flagship fundraising initiatives.

The postholder will also support Alzheimer's Research UK's own corporate communications function, and with the development and delivery of other strategic communications initiatives.

Key Responsibilities

- Work with the Corporate Communications Manager to plan and implement communications projects and programmes, working through multiple channels including media, social media, web articles, video and staff newsletters.
- Prepare, write, issue, and promote press releases about the charity's strategic and corporate activities, highlighting the charity's expertise, sharing insights from spokespeople and ambassadors, and emphasising our key messages.
- Identify opportunities to work with the media to sharetell Alzheimer's Research UK's story, highlighting the charity's expertise, key messages, and insights from spokespeople and ambassadors. This includes proactively pitching media stories and issuing press releases.
- Establish and develop valuable and productive relationships with journalists; respond promptly to queries, including occasional out-of-hours queries.
- Monitor relevant media coverage; keep up to date with social, scientific and charitable sector issues which could benefit, or have relevance to, Alzheimer's Research UK (ARUK).
- Develop effective relationships with teams across Alzheimer's Research UK's Fundraising & Marketing (F&M) Directorate, in order to identify and deliver on communications needs.
- Proactively work with the Corporate Communications Manager, and relevant teams across F&M, to identify additional communications opportunities.
- Seek additional ways to tell ARUK's corporate story, including our fundraising work, through the traditional media and social media, including ARUK's news and views site.
- Liaise with ARUK spokespeople, the public, scientists, journalists, freelancers, ARUK colleagues, Trustees, Patrons, other charities and organisations, IT and other support agencies as appropriate.
- Attend and/or organise appropriate meetings and events – these will require some travel and occasional unsociable hours.
- Ensure activities comply with ARUK's branding and style guide.

Additional Responsibilities:

- 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:

- Experience working in the PR (or similar) sector.
- Experience of working with the media.
- Experience of supporting or co-ordinating partnership working.
- Experience of delivering communications programmes through a variety of media (e.g. press, social media, email, events).
- Ability to communicate appropriately with people affected by dementia and to translate scientific work for lay people; knowledge of dementia and/or science is advantageous, but not a requirement.

Desirable:

- Educated to degree level
- Experience using media monitoring database platforms, such as Cision, Meltwater, or Gorkana.
- Understanding of the medical research environment.
- Understanding of the voluntary sector.
- Experience of working in a charity/fundraising environment an advantage.
- Experience of working in a media organisation or newsroom would be an advantage.

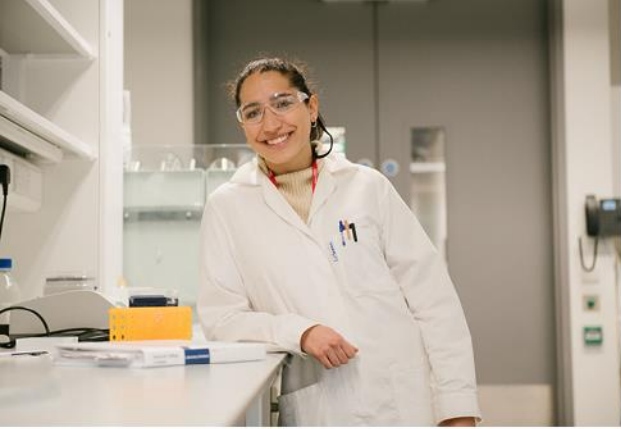
Skills and Personal Attributes:

Essential:

- Excellent journalistic skills and news sense.
- Excellent written and verbal communication skills.
- Confidence working with computers; knowledge of Microsoft office packages and databases, good keyboard skills.
- Excellent organisational skills; the ability to manage a large number of tasks with internal and external stakeholders to multiple deadlines.
- A confident and friendly manner; would feel at ease representing the charity to a range of audiences.
- Confident liaising directly with external partner organisations.
- Brings creativity and practical problem-solving skills.
- Works with intelligence, drive and initiative.
- Works well independently and as part of a team.
- Willingness and ability to travel independently in the UK and to work outside of regular office hours when needed.

Desirable:

- An interest working on health/medical issues would be an advantage.



WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 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 25 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 £30,000 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 be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised as part of the selection process. Should you need any adjustments at either the application or interview stage, then please do 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 **26th August 2024**, with interviews likely to be held w/c **2nd September 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. 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.