



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

Hilary Evans
Chief Executive



CORPORATE FUNDRAISING

TEAM ASSISTANT

12-month Fixed Term Contract

JOB DESCRIPTION

Main Purpose of the Role

Alzheimer's Research UK (ARUK) is the UK's leading dementia research charity dedicated to diagnosis, prevention, treatment and cure. Backed by our passionate scientists and supporters, we're challenging the way people think about dementia, bringing together the people and organisations who can speed up progress, and investing in research to make life-changing breakthroughs possible.

The Corporate Team at ARUK has just enjoyed a record-breaking year of fundraising by our corporate partners. We require a proactive and organised colleague to provide the team with vital administrative support.

The successful candidate will support our partnerships with companies such as Dyson, The Perfume Shop, Cadbury, and Slimming World while building excellent relationships with supporters from within those organisations. This role will also support our new business team with their approaches to prospective companies.

This is a 12-month fixed term contract, or on return of the substantive post holder, to cover a secondment period.

Key Responsibilities

Team administrative support

- Provide general administrative support for all members of the team.
- Manage invites and room bookings for Corporate Team meetings.
- Ensure accurate recording keeping through the use of our CRM system.
- Be the main internal point of contact for the Corporate Team.
- Respond to incoming team enquires promptly and professionally.
- Ensure accurate financial records are kept, by reconciling gifts across multiple donation platforms.
- Fundraising stock management and distribution.
- Assisting the team with event planning, including sourcing pricing quotes, raising purchase orders and booking equipment and ordering merchandise.
- Update the team intranet and website pages.
- Post from the Partnership Development team Twitter accounts, monitor LinkedIn for activity by our partners and flag to appropriate team member.
- Update internal group email distribution lists as required.

Securing new partnerships

- Fundraising data management: adding new companies and prospects to ensure accurate records of approaches made by the team.
- Monitor supporter information on the database to generate new leads for the team.
- Generating reports for the New Business team and maintaining accurate records.
- Provide ad hoc support in the lead-up to high-value pitches and applications e.g. prepare materials, book couriers etc.

Supporting our existing partnerships

- Provide a first-class stewardship journey for fundraisers from companies that are supporting the charity. Including making sure they have the materials and resources required to fundraise – preparing and sending information packs, wishing them good luck, drafting letters, and sending thank you messages.
- Work closely with the Central Fundraising Team to ensure a consistent stewardship journey across all audiences.
- Manage online giving pages and our CRM system to make sure corporate supporters are identified and recorded correctly, and their income potential is maximised.
- Monitor the CRM system to make sure that all information about our corporate fundraisers is recorded correctly.
- Filter enquiries from our corporate supporters whilst the Partnership Development Officers are on annual leave to ensure a timely and helpful response.
- Help support event delivery by sourcing volunteers, merchandise, and gifts in kind for events.
- Keep the Partnership Development Officers and Team Managers up to date on feedback from supporters.
- Communicate key fundraising products and communications designed for our Corporate supporters with the Regional team.
- Develop new fundraising idea packs to engage our Corporate supporters and seek appropriate sign off.

Working with others

- Work with our merchandising team for the development and production of event materials as required.
- Liaise with our distribution centre to organise mass mailings of materials needed for pitches and large partnership launches and events.
- Represent the Corporate Partnerships team on working groups for internal projects to ensure the team's needs are met.
- Work closely with our Supporter Care Team, Central Fundraising Team and Insight & Development teams to make sure that the Corporate Partnership team is following processes correctly and is adopting improved practices where possible.

Additional Responsibilities:

- Undertake any other relevant duties and projects delegated by the Partnership Development Manager in line with the responsibilities of the post.
- Assist with ad hoc projects as required by team managers.
- Work closely with the team's other Corporate Executive to support each other and cover their duties when they are on annual leave or absent.
- Attend weekend/evening events where necessary.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- Confidence working with computers and Microsoft Office; knowledge of Word, Excel, and Outlook.
- Experience using databases.
- Experience working in a customer/client facing position.
- Demonstrable administrative experience or relevant transferable skills.
- Experience of building and managing relationships with colleagues.

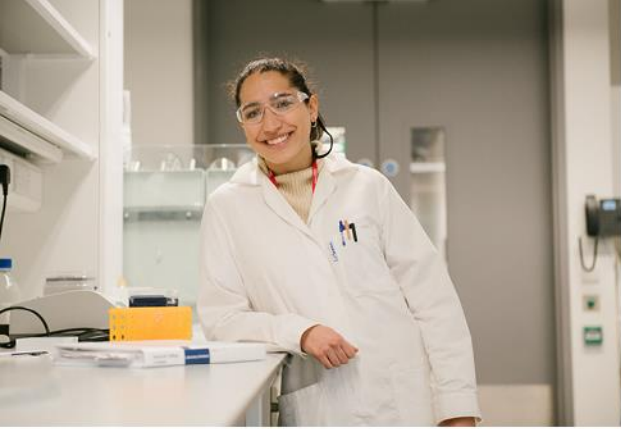
Desirable:

- An understanding of dementia and its effects.
- Experience working in the charity sector.
- Experience of using fundraising databases.
- Experience of speaking to groups.
- Experience using Salesforce or Hive.

Skills and Personal Attributes:

Essential:

- Good verbal and written communication skills.
- Ability to prioritise and effectively manage multiple tasks.
- Excellent planning and organisational skills
- Excellent attention to detail.
- Friendly and professional demeanour.
- A confident and friendly manner; would feel at ease representing the charity among varied external contacts.
- Able to work as part of a wider team as well as being proactive and can work independently.



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: 12-month Fixed Term Contract, or on return of the substantive postholder

Salary: Circa £24,000 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 **15th May 2024**, with interviews likely to be held week commencing **20th May 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.