



# 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 PARTNERSHIPS OFFICER — NEW BUSINESS**

12-Month Fixed Term Contract

# JOB DESCRIPTION

## Main Purpose of the Role

There has never been a more exciting time to join the Corporate Partnerships Team at Alzheimer's Research UK (ARUK). Recent breakthroughs in dementia research mean we are on the cusp of the first generation of dementia treatments in the UK. There has never been more optimism around our mission to find a cure for this devastating condition and critical moment for organisations to partner with us.

You'll be joining a high-performing team that has a large portfolio of high-profile corporate partners including but not limited to Omaze, The Perfume Shop, Slimming World, Bloomberg, TP ICAP, and Dyson. Alongside having just secured brilliant new partnerships with Cadbury, Warburtons, Roadchef, and John West.

We're looking for a New Business Officer to join our team, to secure new partnerships that will grow income and take us one step closer to a cure.

You can rely on lots of support from a passionate and successful corporate team and wider organisation – we have a strong culture of support, training, feedback, continuous improvement, and celebration. We use our collective strengths to win partnerships and secure more funding for dementia research.

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

## Key Responsibilities

### Identify and build strategic relationships to generate income from new corporate supporters.

- A focused and strategic approach to identifying, researching, and targeting prospective corporate partners.
- Work closely with Corporate Partnerships Manager (CPM) to deliver our successful new business strategy.
- Build and manage a pipeline of new business opportunities to include strategic partnerships and charity of the year partnerships.
- Develop engagement plans for prospects, with innovative, commercially minded ideas, to maximise the chances of securing successful partnerships.
- Create innovative and creative applications/proposals for charity of the year and strategic partnerships.
- Actively network with potential corporate partners through warm contacts, events, conferences, and other available media.
- Ensure effective monitoring, evaluation, and reporting of new business approaches in liaison with CPM, communicating progress regularly.
- Take full personal responsibility for the timely recording of prospects, actions, updates, and notes within the CRM (Salesforce).
- Work alongside the Partnership Development Officers on new partnership set-up, including establishing legal agreements with corporate partners.
- Work closely with the Philanthropy team to leverage support from major donors and assist the Philanthropy team with their prospects where possible.
- Achieve agreed financial and non-financial targets, including income generation and meetings.

**Support the CPM in the development and implementation of the corporate fundraising strategy for ARUK, to increase the team's income.**

- Work with the CPM to ensure that the best use is made of internal and external contacts to support the work of ARUK so that networking, influencing, and engagement opportunities are fully utilised.
- Undertake project work as directed by the CPM to develop new ideas, strategies, and reporting methods for the Corporate Partnerships Team.

**Represent the charity professionally in a high-level corporate context.**

- Organise and attend networking and cultivation events as required, influencing, and engaging high-level external contacts.
- Deliver high-quality and creative presentations and proposals to help target and engage prospects and convert them into partners.
- Organise tailored face-to-face meeting opportunities to initiate and build relationships.
- Maintain up-to-date knowledge of current ARUK activities, including research being funded, and be an advocate of ARUK at all times.

**Additional Responsibilities.**

- Liaise closely with the Marketing and Comms teams in the development of any ARUK-branded materials and media (e.g. fundraising products or newsletters).
- Support CPM in developing fundraising tools and materials suitable for ARUK corporate fundraising.
- Undertake any other relevant duties and projects delegated by CPM in line with the responsibilities of the post.
- Occasional travel to support partner events, or to pitches, presentations, and conferences.
- 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.

# PERSON SPECIFICATION

## Knowledge and Experience:

### Essential:

- Corporate fundraising experience, or business development experience in a corporate role.
- Evidence of delivering high-quality and creative presentations and proposals to help target and engage potential partners/clients.
- Experience in creatively building new strategic partnerships/clients from scratch within a fundraising and/or corporate environment.
- Experience in engaging and building relationships with key external stakeholders and decision-makers to deliver positive outcomes.
- Experience in securing new partners/clients within a fundraising and/or corporate environment.
- Confidence working with computers – good knowledge of Word, Excel, Outlook, and PowerPoint.

### Desirable:

- Knowledge of dementia.
- Experience in working with a Fundraising/Sales database, preferably Salesforce.
- Experience in building and managing a pipeline of new business opportunities to include strategic partnerships, charity of the year partnerships, and/or sponsorship opportunities.
- Experience of working with colleagues and external stakeholders of a senior level.

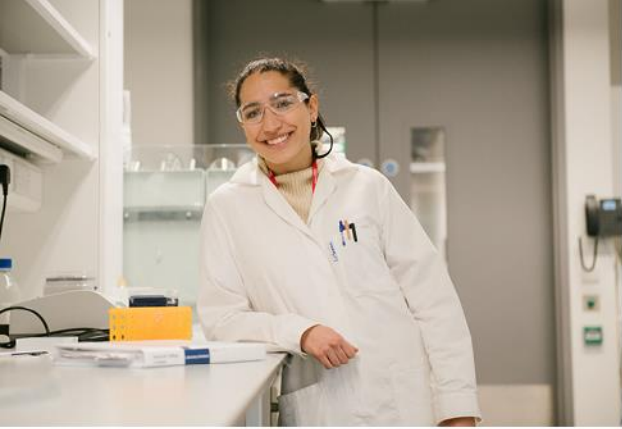
## Skills and Personal Attributes:

### Essential:

- Excellent personal communication skills, with the ability to communicate with people at all levels face to face and on the phone.
- Ability to write professionally, with an ability to adapt communications for different audiences.
- Ability to work with a high level of accuracy and attention to detail.
- Good organisational skills and the ability to prioritise workload.
- Ability to articulate complex issues to supporters in a compelling manner.
- Strong negotiation skills and the ability to make financial asks.
- Strong business development and relationship management skills, ideally from a charity background.
- Ambitious, professional, and hard-working team player.
- Outgoing, enthusiastic, and able to remain calm in a fast-paced environment.
- Ability to give and receive feedback well.
- Ability to try new ways of working and be resilient.
- Willingness to work outside of regular office hours during busy spells, as well as occasional travel within the UK when required.

### Desirable:

- Focused and strategic approach to identifying, researching, and targeting prospective corporate partners.



# 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 £32,000 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](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 **2<sup>nd</sup> June 2024**, with interviews likely to be held w/c **13<sup>th</sup> June 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.