



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



DATA SCRUM MASTER

JOB DESCRIPTION

Main Purpose of the Role

Alzheimer's Research UK 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 Data and CRM Team require a Scrum Master to join the team who will be responsible for managing the sprint cycles for the Salesforce Development team and Business Intelligence team. Following the launch of Salesforce as ARUK's new CRM system in December 2023, the team have adopted Scrum methodology, and the Scrum Master will be required to continue to embed this new way of working in the team.

The Scrum Master will have a strategic role to play in understanding the organisational priorities and how this influences the work of the Data and CRM Team. You will be required to work across teams and at all levels of the organisation, with communication a core part of this role. You will also be required to provide project management support to key initiatives in the Data and CRM Team.

Key Responsibilities

- Facilitate the Salesforce Development team and Business Intelligence team's fortnightly sprints.
- Manage the sprint meetings, ensuring outcomes are always clear and blockers are identified at the earliest opportunity.
- Work with the sprint teams and internal stakeholders to ensure the backlog is maintained, priorities for upcoming sprints are identified, tasks are sized, and the sprint workload is realistic.
- Responsible for ensuring blockers are identified and working with the relevant stakeholders to eliminate them.
- Facilitate discussions between teams where there are conflicting priorities or new priorities emerge that require re-prioritising the sprint backlog.
- Ensure there is an excellent communication strategy in place, so all key stakeholder groups are fully informed of the prioritisation process, progress during sprints and what has been delivered each sprint.
- Coach the Data and CRM Team in Agile Scrum principles and practices and guide the team to a higher scrum maturity.
- Train new starters in the Data and CRM Team and key internal stakeholders in the ARUK approach to Scrum delivery.
- Provide project management support for the Data and CRM Team on internal team projects that fall outside of the sprint work.

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 of facilitating work through sprint cycles as a Scrum Master.
- Excellent knowledge of Agile Scrum principles and practices.
- Demonstrable ability to work with and influence a variety of internal and external stakeholders at all levels of the organisation.
- Excellent communication skills, particularly when communicating technical developments to non-technical audiences.
- Working knowledge of project management tools, ideally Jira.

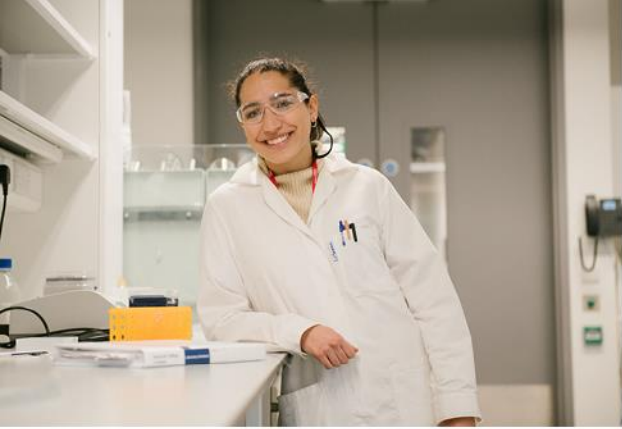
Desirable:

- Experience working in a project management/scrum master role on a large data project or for a data function.
- Good knowledge of other agile delivery frameworks (e.g. Kanban).
- Project Management qualification (eg. PRINCE2, APM).
- Working knowledge of CRM systems, ideally Salesforce.
- Experience of working in a charity/non-profit environment.

Skills and Personal Attributes:

Essential:

- Excellent communication skills, with an ability to build relationships, trust and inspire confidence at all levels.
- Strong team player who can work both independently and collaboratively with stakeholders.
- Excellent planning and organisational skills, and able to manage a varied workload.
- Able to adapt to changing priorities and flexible in approach to managing work.
- Strong negotiation and influencing skills.
- Mentoring / coaching experience.
- Demonstrates a proactive and pragmatic approach to investigating and solving problems, striving for continuous improvement and identifying creative solutions.
- Excellent skills in PowerPoint, Word and Excel.



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 £45,000 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 **9th June 2024**, with interviews likely to be held w/c **17th 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.