



# 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



# **DEMENTIA COMMUNITY CHAMPIONS OFFICER**

12-Month Fixed Term Contract

# JOB DESCRIPTION

## Main Purpose of the Role

The Information and Involvement department is responsible for public engagement and involvement in ARUK's organisational activities and research. The department manages a range of services which include the charity's Dementia Research Infoline, the Join Dementia Research platform run in partnership with the NIHR and coordinates a portfolio of events and activities that engage and involve the public to raise awareness of dementia and dementia research. The department's mission is to improve understanding of dementia and the diseases which cause it and encourage and support the public and people affected by dementia to get involved in research.

In 2023 the team launched the Dementia Community Champions programme which recruited and trained volunteers in communities that are less likely to engage with information about dementia, and dementia research with the aim of raising awareness and engagement with under-served groups. Following a successful 12-month pilot phase working with a community in Leicester we would now like to recruit a full time Dementia Community Champions (DCC) Officer to work alongside the Dementia Community Champions Manager to develop this work further.

The role holder will support the DCC Manager to build upon the pilot to develop and deliver a 'train the trainer model' across various communities in the UK, with a particular focus on under-served audiences. This role is critical to ARUK's organisational priorities to work with diverse audiences, increase our awareness in under-served communities and improve opportunities for a wider range of people to get involved in research.

Reporting to the Dementia Community Champions Manager, the officer will work closely with teams across the Communications & Involvement Department, social media team and Volunteering team. They will work directly with external communities, organisations, and the public to represent ARUK and implement this new programme of work.

## Key Responsibilities

- Support the roll out of DCC, overseeing activities and external communications, coordinating internal communications to ensure uptake across ARUK.
- Support with the recruitment and management of new DCC volunteers.
- Work closely with the DCC manager to support DCC volunteers to build skills and confidence when talking about dementia and research, and how to engage with their audiences.
- Acting as an additional point of contact, alongside the Dementia Community Champions Manager, for DCC volunteers, offering guidance, support, and timely responses to their enquiries.
- Provide comprehensive administrative support for the programme, including supporting volunteers to organise their events.
- Collect key metrics from the programme to monitor progress and evaluate activities.
- Maintain relevant files and documents including accurate recording of volunteer data.
- Working closely with volunteers and the press team to create press releases that promote volunteer events and the programme.

**Additional Responsibilities:**

- Represent ARUK in various capacities, internally and externally, showcasing the organisations broader initiatives.
- Champion the principles of equity, diversity and inclusion in all aspects of the role.
- Ensure activities comply with ARUK's branding and style guide.
- Maintain relevant files and documents.
- Undertake any other relevant duties and projects delegated by the team manager in line with the responsibilities of the role.

# PERSON SPECIFICATION

## Knowledge and Experience:

### Essential:

- Experience of discussing and presenting health or research matters to the public.
- Demonstrated experience in providing comprehensive administrative support for programmes or initiatives.
- Experience of working with and supporting volunteers.
- Experience of partnership working with external organisations to deliver programmes.
- Project and events coordination experience.
- Knowledge of good practice around information governance.

### Desirable:

- Experience of working with underserved communities.
- Relevant degree or vocational qualification e.g., nursing, or allied health profession.
- Experience of working with people with dementia or older people.
- Experience of working in line with GDPR, adhering to volunteer management processes.

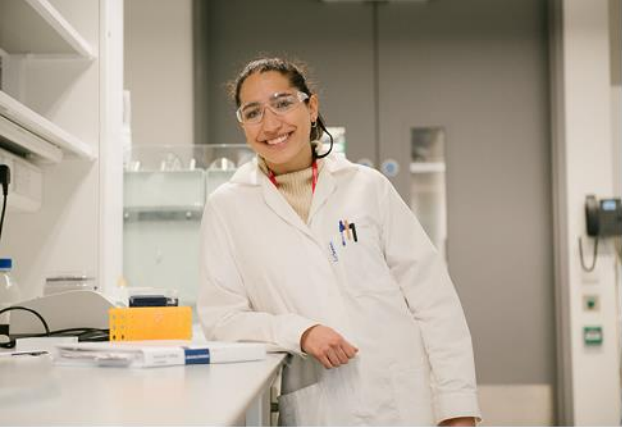
## Skills and Personal Attributes:

### Essential:

- Effective written and spoken communication skills.
- A confident, friendly, and professional attitude; would feel at ease representing the charity to a range of audiences.
- Willingness and ability to travel independently in the UK and occasionally to work outside of regular office hours when needed.
- Ability to manage multiple tasks, prioritise responsibilities, and meet deadlines effectively, especially in a fast-paced environment.
- Willingness to work collaboratively with colleagues across different departments, as well as external stakeholders and volunteers, to achieve common goals.
- Openness to adapting to changing circumstances and priorities, as well as flexibility in approach when working with diverse communities and volunteers.
- Ability to understand and empathise with individuals affected by dementia, as well as volunteers who may have personal connections to the cause.
- Dedication to promoting diversity, equity, and inclusion within the programme and ensuring that all volunteers feel valued and respected regardless of their background.

### Desirable:

- Awareness of current topics in dementia and dementia research.
- Appreciation of the emotional impact of dementia on individuals and an awareness of services and organisations relevant to people with dementia and their carers/family.
- Understanding of the research process and how the public can get involved.



## 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

**Salary:** Circa £29,000 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.

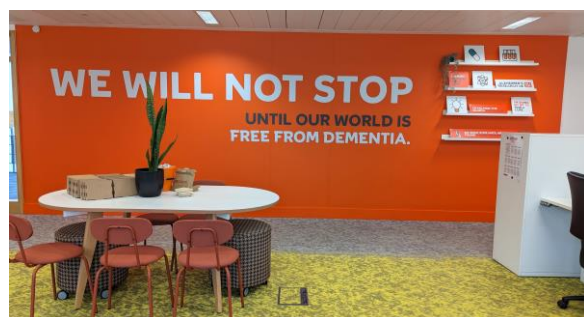
Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

## 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 **24<sup>th</sup> March 2024**, with interviews likely to be held week commencing **1<sup>st</sup> April 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.