



# 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





# HEAD OF IT

# JOB DESCRIPTION

## Main Purpose of the Role

As the UK's leading dementia research charity, we're determined to stop this from becoming a reality. We're working to revolutionise the way we treat, diagnose and prevent dementia. But we will not stop there. With your support, we will keep going until every person is free from the heartbreak of dementia. We exist for a cure.

This is an exciting time to join as we are embarking on an ambitious Digital, Data and Technology (DDT) Programme to enable the organisation to reach its ambitious goal of raising £120m by 2033. This is a significant time for Technology in the organisation, the Technology Operating Model, Cyber Security initiatives, User Experience (e.g. AI, Microsoft tooling) and the Technology architecture (move from en-prem to SaaS and Azure) are all receiving significant investment and change.

The successful person will be a visible and approachable leader who enjoys balancing strategic thinking with hands-on IT operational management. You'll be comfortable working closely with senior stakeholders, leading technical teams, and ensuring a consistently high-level of service across the organisation. In addition, this is a time of change so leading and driving forward change evolving IT into a modern scalable service function. This role will have 3 direct reports (with teams) with responsibility for Operations & Infrastructure, Cyber & Information Security and End User Systems Management.

## Key Responsibilities

### Leadership and Management

- Lead and develop a high-performing team, fostering accountability and continuous improvement.
- Membership of internal programme/business boards, creating and delivering updates to senior stakeholders
- Contributing and collaborating as a key part of the Digital, Data & Technology leadership team
- Acting as the key IT contact for senior business stakeholders
- Building strong relationships with suppliers (including procurement)
- Managing budgets, resources, and IT governance requirements

### Digital and Technology change

- Driving forward SaaS and cloud infrastructure migration
- Evolving IT into a modern scalable service function using self-service and automation
- Improving the end user experience from IT provided tools including with AI (safe adoption, productivity enablement, guardrails and policy)

### Cyber and Information Security

- Acting as the senior operational owner for cyber and information security, with accountability for policy, standards, controls and incident readiness
- Leading security operations including threat/vulnerability management, incident response, and risk assessment
- Embedding security by design across cloud (Azure), SaaS, and end-user technologies

## **Technology Operations**

- Leading, mentoring, and developing an IT support and infrastructure team
- Overseeing infrastructure (cloud and on-prem), networks, hardware, and end-user technology services
- Ensuring high levels of system availability, reliability, and user satisfaction
- Managing support for devices, connectivity, printers, collaboration tools, and business systems
- Managing and improving support processes, SLAs, and operational performance metrics
- Driving service excellence and managing escalated technical issues when needed

## **Technology Expertise**

Strong experience across modern end-user and enterprise technologies, including:

- Microsoft 365 (Entra ID/Azure AD, SharePoint, Intune, Defender, Active Directory)
- Microsoft Azure (Virtual Machines, Azure SQL, networking and other cloud infrastructure)
- Expertise in hybrid or cloud native environments
- Office technology (networking, Windows environments, personal computing, mobile device management)
- Security tools and services covering identity & access management, endpoint and cloud protection, SIEM/XDR, vulnerability management, and email/domain security
- End-user tooling, including emerging AI-enabled productivity tools

# PERSON SPECIFICATION

## Knowledge, skills and experience needed:

### Essential:

- Proven experience in a Head of IT, Service Management / Service Delivery leadership role
- Experience leading digital transformation or cloud modernisation programmes
- Experience in owning cyber and information security with accountability for policy, standards, controls and incident readiness
- Technically credible — able to hold your own in conversations with developers, architects, and IT leadership
- Experience driving continuous service improvement (CSI) and operational excellence
- Track record of delivering service innovation and automation in a growing organisation
- A confident communicator who can represent the IT function professionally at all levels, internally and externally
- Strong troubleshooting and problem-solving skills with the ability to manage incidents and complex service challenges
- Commitment to safeguarding, confidentiality and secure handling of sensitive information
- Strong people management experience, including leading, developing and motivating high-performing teams
- Experience influencing decision-making at senior leadership and executive level
- Strong leadership capability, balancing hands-on delivery with short- and long-term strategic vision
- Outstanding communicator, with strong influencing, negotiation, and decision-making skills
- Ability to translate complex technical concepts into clear, accessible language
- Strong focus on ownership, accountability, and results delivery, with a proactive “can-do” attitude
- Strategic and analytical thinker, able to see the bigger picture and set direction
- High levels of integrity, professionalism, and ethical standards
- Curious and adaptable, with a commitment to continuous learning and improvement
- Willingness to be hands-on when needed, leading by example within the team

# EMPLOYEE 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 29 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 and 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.



## Electric Vehicle Scheme

Employees can lease an electric vehicle via a Salary Sacrifice Scheme. This includes 4,000 free miles of charge, charger, insurance, servicing, tyres, maintenance and breakdown all in one monthly payment.



## TERMS OF APPOINTMENT

**Contract Type:** Fulltime/ Permanent

**Salary:** Circa £75,000 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, particularly from those in the global majority, those with disabilities, men and those from the LGBTQIA+ community. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. Should you require any adjustments at either the application or interview stage, please 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 **21<sup>ST</sup> June 2026**, with interviews being arranged once shortlisting has been completed. We would encourage you to submit your application at the earliest opportunity, as on occasion we may have to bring forward the interview date and/or the closing date based on the needs of the business. Although a possibility, this will only happen in exceptional circumstances. 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.