



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



**Inclusive
Employers
Standard**
Silver
Accreditation 2024





HEALTH, SAFETY & FACILITIES OFFICER

JOB DESCRIPTION

Main Purpose of the Role

The Health, Safety and Facilities Officer will support the delivery of a safe, compliant and well-maintained working environment across the organisation. The role provides day-to-day coordination of health and safety activities, facilities operations, statutory compliance and contractor management, helping to ensure that offices and related spaces are safe, efficient and fit for purpose for staff, visitors and contractors.

Key Responsibilities

- Support the coordination and delivery of health and safety processes across the organisation, helping maintaining compliance with relevant legislation, internal policies, the ARUK Health and Safety Management System and best practice.
- Maintain health and safety records, including DSE assessments, new and expectant mothers' assessments, incident logs, training records, inspections, audit follow-up actions and related compliance documentation.
- Support the completion, review and tracking of risk assessments, safe systems of work, standard operating procedures, and other health and safety documentation.
- Assist with the coordination and documentation of internal audits, safety checks and workplace inspections, recording findings, tracking actions and escalating issues as required.
- Support the reporting, assessment and follow-up of accidents, incidents and near misses, identifying trends, assisting with investigations and helping to develop strategies to prevent recurrence.
- Provide administrative support for policy updates, system improvements, implementation activities, reports, data summaries and documentation to support assurance and compliance frameworks.
- Respond to general health and safety enquiries, providing routine guidance and escalating issues where appropriate.
- Manage and maintain digital systems including DSE platforms, incident reporting systems, facilities databases, lone working records and contractor-related records, ensuring information is accurate and up to date.
- Manage facilities JIRA requests, tracking and escalating workplace issues, including repairs, building fabric, environmental conditions and general maintenance.
- Coordinate planned preventative maintenance, reactive repairs, equipment servicing and service contracts, liaising with colleagues, suppliers and contractors to ensure buildings, office fabric and equipment are maintained in a safe and good state of repair.
- Liaise with external contractors and service providers, including cleaning, security, maintenance and repair services, arranging works, checking documentation, organising access and monitoring delivery against requirements.
- Provide day-to-day workplace support in response to staff requests relating to office space, equipment, lighting, heating, building issues, office housekeeping, meeting room readiness and general workplace functionality.
- Support business continuity, emergency preparedness and workplace response arrangements, including fire safety, first aid, evacuation processes and the day-to-day administration of the lone working system.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Experience in a health and safety, facilities, workplace or operations support role.
- Good working knowledge of health and safety principles and their practical application in an office or operational environment.
- Experience of maintaining accurate records, coordinating actions and managing administrative processes relating to compliance or facilities activities.
- Ability to organise and prioritise a varied workload, with strong attention to detail and a proactive approach to problem-solving.
- Strong written and verbal communication skills, with the ability to work effectively with colleagues, contractors and external suppliers.
- Ability to work independently while also contributing positively as part of a wider team.
- A practical, customer-focused and solution-oriented approach to supporting workplace safety and facilities needs.
- Commitment to confidentiality, professionalism and high standards of service.
- NEBOSH General Certificate or equivalent health and safety qualification/training.
- Experience of facilities management within a corporate environment desirable.
- A proactive and dependable approach, with the ability to take ownership of tasks and follow through to completion.

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 £32,000 per annum

Working Hours: 35 hours per week

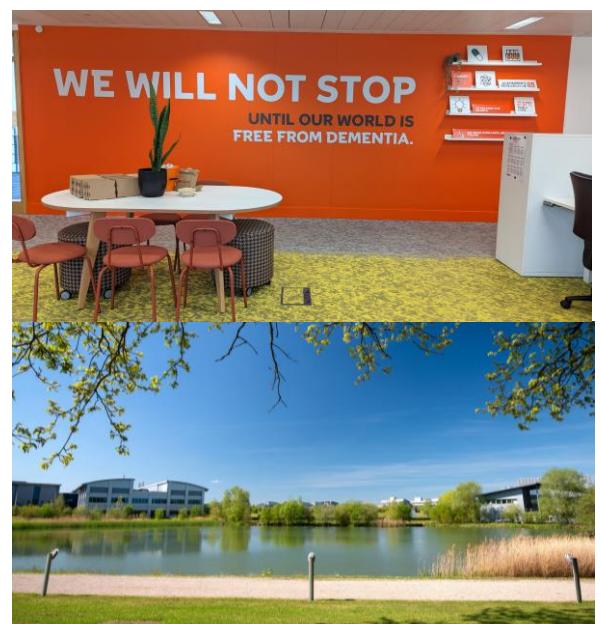
Ways of working: As part of our Agile ways of working, you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office. Roles that are 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, 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.

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 12th July 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.