



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





INVOLVEMENT & ENGAGEMENT OFFICER

JOB DESCRIPTION

Main Purpose of the Role

The Involvement & Engagement Officer will play a crucial role in delivering the patient and public involvement and engagement strategy for Alzheimer's Research UK.

The role forms part of the Involvement & Engagement team, which sits in the Information and Involvement (I&I) department.

The team acts as a focal point for patient and public involvement at the charity, working to ensure that people with lived experience shape and inform projects and activity across ARUK. You will coordinate and support a key group of lived experience involvement volunteers, facilitate high-quality involvement activity, and contribute to the development of standards and processes that enable meaningful involvement across ARUK.

The team supports colleagues and dementia researchers by developing guidance and training on involvement and engagement and promoting best practice.

The team also delivers public engagement initiatives, with the aim of making dementia research accessible and inspiring to the public through face-to-face events and participatory projects. The team also supports fundraising colleagues and activities through helping to embed and enhance ways to engage supporters with dementia research.

The team forms part of the busy Policy, Communications & Involvement directorate and works closely with colleagues both within the directorate and across the charity. The I&I 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. The evolving remit of the team means this role has significant scope to shape and develop this area of work.

Key Responsibilities

- Working with the Involvement & Engagement Manager, implement ARUK's public involvement and engagement strategy.
- Plan and deliver the work of the Lived Experience Involvement Group, including liaising with members and providing dementia specific assistance, arranging logistics for meetings, responding to queries, liaising with internal stakeholders.
- Facilitate involvement activities, including producing plans and briefs ahead of sessions; facilitating sessions, ensuring participants can effectively take part and share their views; gathering insight and effectively analysing and sharing with relevant colleagues.
- Support the recruitment of new lived experience representatives, with a focus on improving representation from people with a dementia diagnosis and those from underserved communities.
- Maintain accurate and up-to-date records relating to involvement activity, in line with ARUK policies and procedures.
- Help to develop and deliver training on engagement and involvement for the Lived Experience Involvement Group, colleagues and the research community, working with the Research Involvement Manager.

- Work closely with the Research Involvement Manager and wider Research team, sharing knowledge and insights and supporting their work focussed on involvement in research. Collaborate on special projects relating to involvement as appropriate.
- Act as a champion for public involvement across ARUK, effectively communicating the importance of involvement in the charity's work and supporting colleagues to effectively incorporate involvement into key projects and initiatives.
- Work with the Involvement & Engagement Manager to evaluate the involvement and engagement programme, identify opportunities for continuous improvement and propose new initiatives.
- Seek opportunities for public facing activity, that engage people with the topic of dementia and the importance of research, in line with ARUK's strategic goals.
- Support delivery of online public event series, working with colleagues across events, marketing and social media to plan sessions and effectively promote them, both externally and internally, to engage supporters and other members of the public with dementia research funded by ARUK.
- Support colleagues to effectively engage with their audiences, creating and maintaining compelling activities and resources that bring dementia research to life.
- Keep up to date with patient and public engagement and involvement sectors to identify emerging knowledge and best practice that might benefit ARUK's work. Take part in groups that support professional development around involvement and engagement.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Experience in coordinating or delivering patient and public involvement and/or public engagement.
- Knowledge of the spectrum of involvement approaches and methods.
- Experience in project management, with the ability to oversee multiple projects simultaneously.
- Experience of discussing and communicating health or research matters with the public.
- Experience of building and maintaining effective working relationships with internal colleagues and external partners.
- Experience in developing and delivering training programs related to public involvement or public engagement.
- Experience of working with people affected by dementia and their families.
- Understanding of the medical research environment.
- Knowledge of equity, diversity and inclusion principles and how they relate to health inequalities.
- Experience of working in a charity or fundraising environment.
- Experience of managing volunteers.
- Experience of using databases or customer-relationship management systems.
- Ability to communicate clearly in writing and verbally, adapting information for non-specialist audiences.
- Ability to communicate clearly and sensitively with people affected by dementia and their families.
- Ability to find creative solutions to complex problems.
- Ability to organise and coordinate multiple projects with competing deadlines.
- Ability to work with independently and manage their tasks effectively
- Ability to use Microsoft 365 applications and databases or customer relationship management systems to maintain records and support project delivery.
- Ability to travel within the UK occasionally and work outside regular office hours when required, with reasonable adjustments where appropriate.
- Ability to facilitate group discussions, enable different voices to contribute and capture key insights.

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 buy via salary sacrifice arrangement 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%. Salary sacrifice option also available.



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 £31,500 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.

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 \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our Stem Cell testing policy at ARUK.



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.

Accessible by public transport with bus and train services from Cambridge city centre and surrounding areas, the Park also runs its own commuter bus service which picks up from Cambridge Train Station (via Addenbrookes) and Whittlesford Parkway Station daily for Park occupiers.

Foot and cycle paths connect Granta Park to Cambridge, Sawston and Babraham and the Park is within touching distance of the A11 (linking with the A14 and M11) and the A505. For those travelling by car the Park also encourages membership of its free car sharing scheme.

Parking is free at Granta Park. [What-Three-Words – ///dragons.loafing.deeds](http://www.what-three-words.com/3/dragons/loafing/deeds)





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 25th October 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.