



# 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



# INVOLVEMENT & ENGAGEMENT OFFICER - FTC

# JOB DESCRIPTION

## Main Purpose of the Role

The Involvement & Engagement Officer will play a crucial role in delivering the new 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 help to manage a key group of lived experience involvement volunteers, facilitate and deliver involvement activity and set the standards and processes for meaningful involvement.

The team also delivers public engagement initiatives, with the aim of making dementia research accessible and inspiring to the public through events and participatory projects and supporting researchers to deliver engagement. 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.

This is a 12-month fixed term contract to cover a period of maternity leave.

## Key Responsibilities

- Working with the Involvement & Engagement Manager, implement ARUK's public involvement and engagement strategy.
- Facilitate, 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.
- 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.
- Responsibility to ensure records relating to involvement work are kept up to date in line with ARUK policies and procedures.
- Helping to develop and deliver training on engagement and involvement for the Group, colleagues and the research community, working with the Research Involvement Manager.
- Work closely with the Policy team, sharing knowledge and insights and supporting their work to involve people with lived experience. 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.
- Working with the Involvement & Engagement Manager to produce ongoing evaluation of the involvement and engagement programme, proactively coming up with suggestions for new initiatives and continuous improvement of the programme.

- Working with the Involvement & Engagement Manager, deliver Inspire Fund, our public engagement grant scheme. Manage the application and post-award processes, maintain engagement with grant holders and support them in the delivery of their projects.
- 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 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.

**Additional Responsibilities:**

- Represent ARUK in various capacities, internally and externally, showcasing the organisations broader initiatives.
- Ensure activities comply with ARUK's branding and style guide.
- Maintain relevant files and documents.
- 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:

- Coordinating or delivering public engagement and/or patient and public involvement.
- Project management experience, with the ability to oversee multiple projects simultaneously.
- Experience of discussing and communicating health or research matters with the public.
- Experience building and managing relationships with colleagues and external partners.
- Ability to translate complex science for a lay audience.

### Desirable:

- Experience in developing and delivering training programs related to public engagement and/or patient and public involvement.
- Experience of working with people affected by dementia and their families.
- Understanding or experience 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 championing initiatives and driving change.
- Experience of managing volunteers.
- Experience of using databases or customer-relationship management systems.
- Understanding or experience of managing grant funding.

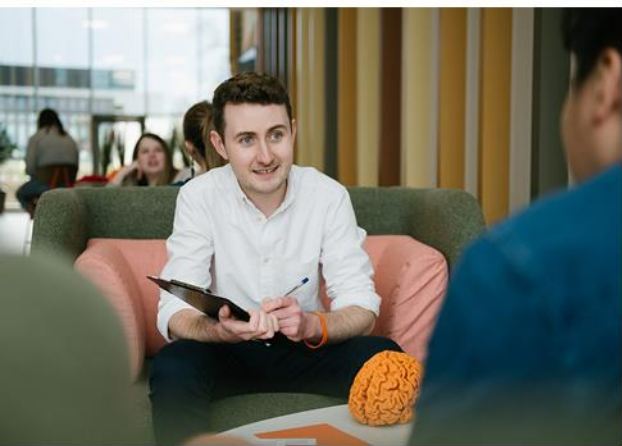
## Skills and Personal Attributes:

### Essential:

- Strong and effective written and spoken communication skills, ability to tailor to lay audiences.
- Ability to communicate appropriately with people affected by dementia and their families.
- Ability to find creative solutions to complex problems.
- Excellent organisational skills; the ability to coordinate various projects with different deadlines.
- A confident and friendly manner; would feel at ease representing the charity to a range of audiences to a high level.
- Creativity, innovation and resourcefulness to identify opportunities and develop initiatives relating to involvement and engagement.
- Ability to work with independence, intelligence, drive and initiative.
- Good IT skills.
- Willingness and ability to travel independently in the UK occasionally and to work outside of regular office hours when needed.

### Desirable:

- Strong group facilitation skills, ability to include different voices in discussions and gather insight.



# WORKING AT ARUK

In 2024, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises **'World Class'** levels of workplace engagement. This is the second consecutive time; we have been awarded a Best Companies 3-star accreditation.

We were also listed in the prestigious Best Companies lists:

- 18th in the 100 Best Large Companies to Work For in the UK.
- 10th in the 50 Best Companies to Work For in the East of England.
- 2nd in the 30 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, or on return of the substantive postholder

**Salary:** Circa £30,000 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 being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. While we strive to anonymise your CV where possible, there are certain sections, such as the application question, that cannot be fully anonymised. We kindly ask that you remove any personal information, including your name, when answering the application question. The hiring panel will not have access to your personal details, such as your name and address, until you are invited for an interview. 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 **8<sup>th</sup> December 2024**, with interviews likely to be held on the **12<sup>th</sup> & 13<sup>th</sup> December 2024**. 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.