



# 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





# PARTNERSHIP DEVELOPMENT ASSISTANT

# JOB DESCRIPTION

## Main Purpose of the Role

The Partnership Development Team at Alzheimer's Research UK prides itself on delivering sector-leading partnerships. We are a friendly, collaborative, and ambitious team driven by our goal to fund vital dementia research and ultimately find a cure for dementia.

The successful candidate will support the Partnership Development Officers with partnership delivery with companies such as Dyson, The Perfume Shop, Cadbury, and Slimming World while building excellent relationships with supporters from within those organisations. This role will also support our new business team with their approaches to prospective companies.

The Partnership Development Team sits within the Corporate Fundraising function, which is part of the Philanthropy and Partnerships Directorate. We collaborate closely with all teams across the charity, so communication, collaboration, and strong relationship skills are essential.

\*This role will be known internally as Partnership Development Executive

## Key Responsibilities

### Team administrative support

- Provide accurate and timely administrative support for all members of the team.
- Manage invites and room bookings for Corporate Team meetings.
- Manage travel bookings for the team when required using our designated travel booking system.
- Ensure accurate recording keeping through the use of our CRM system (Salesforce).
- Be the main internal point of contact for the Corporate Team for operational enquiries.
- Respond to incoming team enquires promptly and professionally.
- Ensure accurate financial records are kept, by reconciling gifts across multiple donation platforms.
- Fundraising stock management and distribution.
- Assisting the team with event planning, including sourcing pricing quotes, raising purchase orders, booking equipment and ordering merchandise.
- Update the team intranet and website pages.
- Update internal group email distribution lists as required.

### Support the New Business Team in securing new partnerships

- Data management: adding new companies and prospects to ensure accurate records of approaches made by the team.
- Monitor supporter information on the database to generate new leads for the team.
- Generating reports for the New Business team and maintaining accurate records.
- Provide ad hoc support in the lead-up to high-value pitches and applications e.g. prepare materials, book couriers etc.

### Supporting our existing partnerships

- Provide a first-class stewardship journey for fundraisers from companies that are supporting the charity. Including making sure they have the materials and resources required to fundraise – preparing and sending information packs, wishing them good luck, drafting letters, and sending thank you messages.
- Work closely with the Supporter Experience Team to ensure a consistent stewardship journey across all audiences.

- Manage online giving pages and our CRM system to make sure corporate supporters are identified and recorded correctly, and their income potential is maximised.
- Monitor the CRM system to make sure that all information about our corporate fundraisers is recorded correctly.
- Filter enquiries from our corporate supporters whilst other members of the Partnership Development Team are on annual leave to ensure a timely and helpful response.
- Help support event delivery by sourcing volunteers, merchandise, and gifts in kind for events.
- Keep the Partnership Development Officers and Team Managers up to date on feedback from supporters.
- Communicate key fundraising products and communications designed for our Corporate supporters with the Relationship Fundraising Team.
- Develop new fundraising idea packs to engage our Corporate supporters and seek appropriate sign off.

### **Working with others**

- Work closely with the team managers to deliver high quality tools and assets, and create processes, which enhance our supporter experience.
- Work with our Merchandising Team for the development and production of event materials as required.
- Act as the team Data SME and GDPR Champion.
- Liaise with our distribution centre to organise mass mailings of materials needed for pitches and large partnership launches and events.
- Represent the Corporate Partnerships team on working groups for internal projects to ensure the team's needs are met.
- Work closely with our Supporter Engagement Team, Supporter Operations Team, Data & Analytics Team and High Value & Experience Development Team to make sure that the Corporate Partnership team is following processes correctly and is adopting improved practices where possible.
- Work closely with the team's other Partnership Development Executive to support each other and cover their duties when they are on annual leave or absent.
- Provide guidance and training to new starters if required.

# PERSON SPECIFICATION

## Knowledge, skills and experience needed:

### Essential:

- Confidence working with computers and Microsoft Office; knowledge of Word, Excel, and Outlook.
- Experience using databases.
- Experience working in a customer/client facing position.
- Working knowledge of using internal platforms and processes, such as booking platforms and finance software.
- Demonstrable administrative experience or relevant transferable skills.
- Experience of building and managing relationships with colleagues.
- Good verbal and written communication skills.
- Ability to prioritise and effectively manage multiple tasks.
- Excellent planning and organisational skills
- Excellent attention to detail.
- Friendly and professional demeanour.
- A confident and friendly manner; would feel at ease representing the charity among varied external contacts.
- Able to work as part of a wider team as well as being proactive and can work independently.

# 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 £24,000 per annum  
**Working Hours:** 35 hours per week

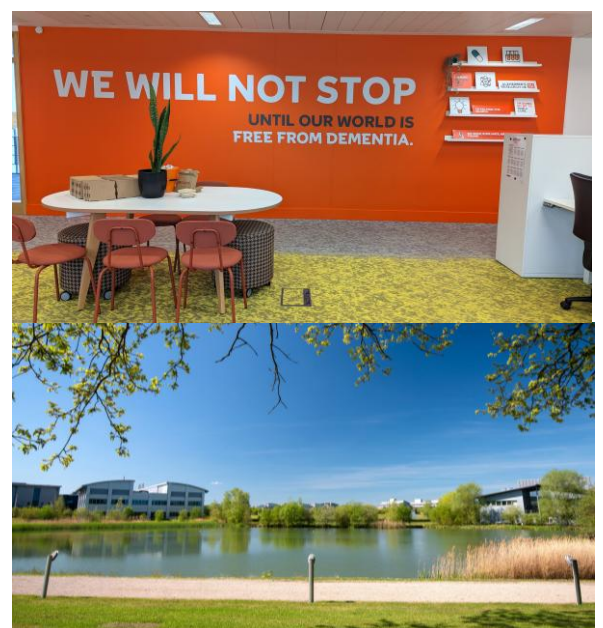
**Ways of working:** As part of our Agile ways of working, you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office. Roles that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