



# 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



# PARTNERSHIP DEVELOPMENT OFFICER

# 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.

Our Partnership Development Officer is responsible for establishing and managing some of our corporate partnerships under the guidance of the Partnership Development Manager (PDM). This role will hold and develop strong long-term relationships with key stakeholders within some of our highest-level corporate donors.

You'll have some experience in relationship management and project management skills, as well as attention to detail and an organised approach to a busy and varied workload. These skills will have been developed in either a charity or corporate role.

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.

We are lucky to work with some fantastic UK-based and international companies who recognise our passion, creativity, and ability to work flexibly to achieve their CSR aims while supporting ARUK's strategic goals. Awesome brands like The Perfume Shop, Omaze, Warburtons and Cadbury are just some of the organisations that have joined our mission to find a cure for dementia.

## Key Responsibilities

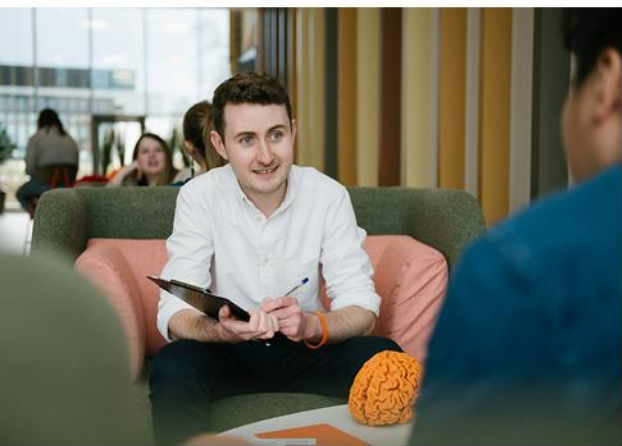
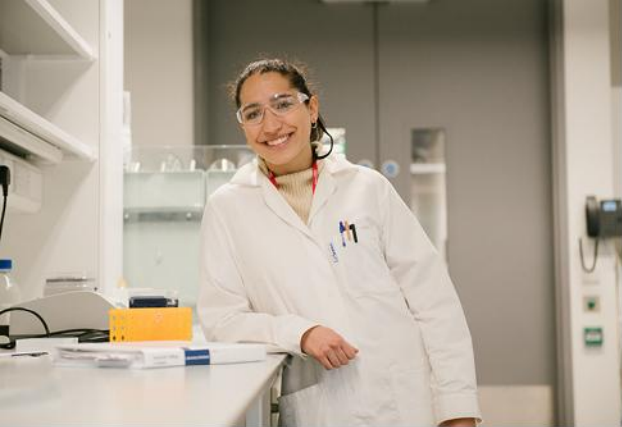
- Under the guidance of the PDM, hold responsibility for the account management for our corporate supporters. Acting as the day-to-day contact point for the company and its staff, overseeing all partnership activity, and ensuring the highest standard of supporter care at all times.
- Work closely with the PDM to implement new partnership set-ups, create and execute partnership engagement and fundraising calendars and reporting methods.
- Respond promptly and professionally to your accounts, ensuring high-level customer service is maintained from across the charity.
- With the support of the PDM, create and support Partner Charity Committees and Ambassador networks.
- Build and maintain strong relationships with internal and external stakeholders, including Senior Leadership Team.
- Effectively communicate and influence internal and external stakeholders.
- Offer extensive, creative fundraising ideas to support partner companies, using support from the PDM and the wider Partnership Development Team.
- Assist with the organisation of innovative, engaging corporate fundraising events and attend events where relevant.
- Ensure partnership activity follows policies, procedures and regulations; and that each partnership follows the legal and accounting rules ARUK has in place.
- Ensure effective management of all partnership activity, clearly communicating progress.
- Support the PDM to identify and pursue opportunities to broaden and lengthen relationships, creating multifaceted partnerships.
- Together with the PDM, work closely with the communications team to create clear partnership communication plans and ensure corporate fundraising press opportunities are maximised and the impact is communicated clearly to the partner company.

- Achieve agreed financial and non-financial targets, to include partnership income and stewardship goals. Monitor and track quarterly changes against financial goals and ensure this is effectively communicated both externally and internally to inform quarterly re-forecasts.
- Work proactively with employees at all levels within the companies you are supporting to maximise potential income.
- Support the PDM and Senior Partnership Development Manager (SPDM) in executing the corporate fundraising strategy for ARUK to increase the team's income.
- Work with the PDM to ensure that the most appropriate use is made of internal and external contacts to support the work of ARUK, identifying networking, influencing and engagement opportunities.
- Ensure the operational delivery of the Partnership Development Team's strategy through your partnerships.
- Ensure new business prospects within partnerships are identified and passed to the New Business Team.
- Undertake project work as requested by the PDM to increase engagement with ARUK from within our corporate partners and develop Alzheimer's Research UK's offering to our partners.
- Share any learnings with the team.
- **Represent the charity professionally in a high-level corporate context**
- When representing the charity externally, influence and engage external contacts at all levels to maximise corporate fundraising potential.
- Maintain up-to-date knowledge of developments within the dementia research field.
- Communicate confidently about the research we are funding and dementia/ARUK more broadly. Including presenting to large audiences.

# PERSON SPECIFICATION

## Knowledge, Skills and Experience:

- Building and maintaining high-level relationships through networking and influence both internally and externally.
- Confidence working with Word, Excel, PowerPoint and Outlook.
- Ability to ensure effective reporting with partnerships when tracking charity income via various sources, including our CRM system.
- Ability to execute projects from beginning to end under the guidance of a line manager.
- Experience in tracking income and identifying any risks or upside in target attainment.
- Good account management and relationship management skills in either a charity or corporate role; transferable sales or marketing skills also relevant.
- Effective planning, prioritisation and organisational skills with excellent attention to detail.
- Strong communication skills, with the ability and confidence to present to corporate audiences.
- You work well as part of a team but are proactive and can work independently.
- A confident and friendly manner; would feel at ease representing the charity to high-level external contacts.
- Willingness and ability to travel independently in the UK and to work outside of regular office hours when needed.



## 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.

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**.



# 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:** Permanent  
**Salary:** Circa £32,000 per annum  
**Working Hours:** 35 hours per week

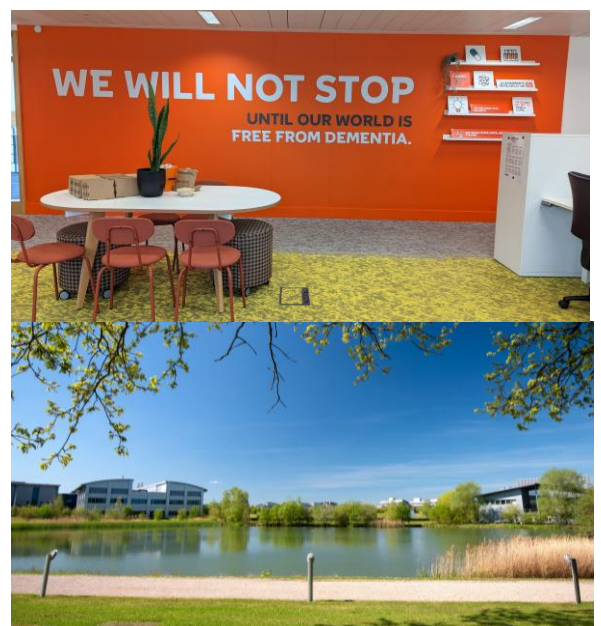
**Ways of working:** As part of our Agile ways of working, you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office. Roles that 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, 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 26<sup>th</sup> April 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.