



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

Hilary Evans
Chief Executive



POLICY ADVISOR

JOB DESCRIPTION

Main Purpose of the Role

An exciting opportunity has arisen for two Policy Advisors to join our dynamic and well-respected Policy and Public Affairs Team.

We want to ensure people affected by dementia benefit from progress in research, by providing evidence and insights to influence decision-makers. This ranges from making the case to increase investment in dementia research, making the case for earlier, more accurate diagnosis of the diseases that cause dementia, through to preparing health systems and to be ready for future dementia treatments.

We work closely with key stakeholders, including government and other decision makers, to shape policy on dementia prevention, research and access to future treatments.

At a historic time in the field, with the first drugs that tackle Alzheimer's becoming available, this is a fantastic opportunity for the post-holder to develop specialist knowledge, working closely with the Policy Manager, and to contribute to significant projects that can change the future of dementia.

Each role will require weekly attendance at our offices on Granta Park near Cambridge, with occasional travel to meetings and events in London and other locations.

We are offering two permanent, full-time positions with a focus on; early and accurate diagnosis and clinical engagement and health systems

Key Responsibilities

- Develop and maintain up to date and detailed knowledge of the policy landscape for a given policy area to position Alzheimer's Research UK as a thought leader and enable us to effect positive change.
- Proactively identify and develop opportunities to engage with relevant stakeholders.
- Co-ordinate and manage assigned projects within the policy team.
- Gather and synthesise necessary evidence, including statistical information, health policies, and scientific outputs to develop insights, working with colleagues across the organisation as appropriate.
- Use insights to develop a range of outputs, such as scoping activities, briefing documents, literature reviews, reports, summaries and presentations for internal and external audiences..
- Develop relationships with internal and external stakeholders to help shape, deliver and influence the outputs of the projects, ensuring ongoing good communication with key stakeholders.
- Use public and patient involvement approaches to support insight development as appropriate.
- Analyse, interpret and present data using both quantitative and qualitative techniques as appropriate.
- Contribute to a range of submissions to government departments and their agencies, parliamentary committees, and other UK and international organisations as appropriate.

- Help develop and roll-out influencing and project ideas with key audiences that deliver against Alzheimer's Research UK's policy objectives.
- Support the work of Public Affairs colleagues to strengthen existing and emerging relationships with political and other parliamentary stakeholders. This will include helping to draft parliamentary questions, promoting tweets, sharing insight across and beyond the team.
- Undertake any other relevant duties and projects delegated by the Policy Manager in line with the responsibilities of the post.

Additional Responsibilities:

- 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:

- Understanding of policy influencing approaches and processes.
- An analytical and evidence-based approach, with the ability to identify and solve a range of problems with minimal guidance.
- Ability to write professionally, with the skills to adapt communications for different audiences.
- Ability to work with a high level of accuracy and attention to detail.
- Ability to analyse and interpret complex data to identify key messages.
- Ability to manage a broad programme of work with multiple projects and to balance competing priorities.

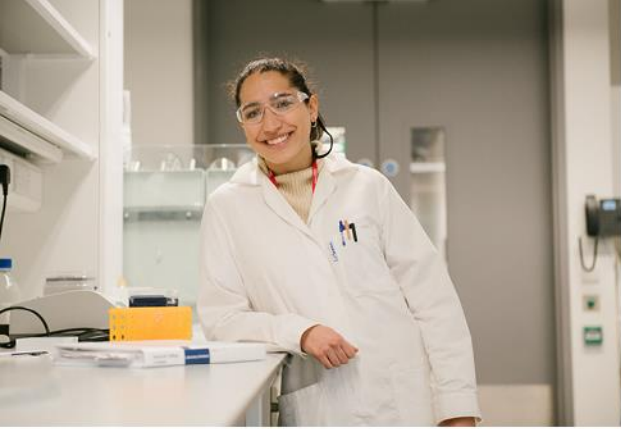
Desirable:

- Experience and knowledge of the UK health or medical research system, through working within the NHS, medical research, third sector organisation or equivalent.
- Experience and success in policy development and influencing change.
- Understanding of the role of public and patient involvement in research and healthcare.
- Experience of working with colleagues of a senior level.
- Understanding of the science and/or medical research environment.
- Knowledge of dementia.

Skills and Personal Attributes:

Essential:

- Excellent and adaptable personal communication skills, with the ability to communicate and engage with people at all levels, in a range of face to face and online settings.
- Good organisational skills and the ability to prioritise a changing workload.
- Diplomacy and influencing skills.
- Experience of building constructive relationships with stakeholders across multiple organisations, especially within a health or research policy setting.
- A passionate, proactive and curious approach.
- Professional and hard-working team player.
- Able to remain calm under pressure.
- Able to show initiative and adaptability in a complex and changing policy environment.



WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 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:** Permanent
- Salary:** Circa £29,000 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 is able to be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We ensure our recruitment processes are inclusive and should you need any adjustments at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org

In order to be considered for this role, please create an online account using our Online Recruitment System 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 and covering letter to your application. You will also be able to track your application and view other vacancies that may be of interest. (We recommend that you use Google Chrome, Mozilla Firefox or Internet Explorer as your browser when applying online).

Your covering letter should detail the following:

- Why you are interested in applying for this role.
- How your skills/knowledge/experience meet the requirements of the person specification.

The closing date for applications is **12th May 2024**, with interviews likely to be held week commencing **20th May 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. 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.

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.