



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 COMMUNICATIONS OFFICER

JOB DESCRIPTION

Main Purpose of the Role

The Policy Communications Officer will assist in increasing the visibility of Alzheimer's Research UK (ARUK) to external audiences, with a particular focus on influencing key political stakeholders, such as the next UK government, to support policy change.

The Policy Communications team sits within the Communications Department but works closely and collaboratively with the Policy and Public Affairs Department to maximise the success and influence of their work by gaining cut-through with key audiences and inspiring positive, urgent action. This is a varied role, covering areas across diagnosis, treatment and prevention. The postholder will also assist with efforts to shape public health policy around dementia, including dementia risk reduction and brain health messaging.

The postholder will develop engaging and compelling content for a range of communications channels, with the aim of developing the charity's voice as an expert commentator on dementia policy and establishing the charity as a thought leader in the UK.

Key Responsibilities

- Working with the Policy Communications Manager to lead on the creation and delivery of communications and content to support ARUK's policy and public affairs activity, working through multiple channels including national media, newsletters, website content and social media.
- Develop effective relationships with ARUK's Communications Department, Policy & Public Affairs Department, and with external stakeholders and partners, in order to identify and deliver on communications needs.
- Help find, develop and pitch news stories, press releases, thought leadership pieces and other content to national press on ARUK's policy and public affairs activity, bringing the charity's expertise and key messages to the forefront.
- Support the running of ARUK's press office by co-ordinating responses to breaking news stories relating to relevant dementia policy developments, including drafting reactive comments, briefing spokespeople and accompanying spokespeople to interviews when appropriate.
- Monitor relevant media coverage; keep up to date with policy, social, scientific and charitable sector issues which could benefit, or have relevance to, ARUK.
- Assist with the organisation and delivery of events, including ARUK's research conference and events in parliament.
- Develop effective working relationships with relevant members of the media, government and NHS communications contacts; respond promptly to queries, including occasional out-of-hours queries.
- Work with the Public Affairs team to build on existing relationships with ARUK's campaigners and parliamentary advocates, developing engaging content to strengthen our communications with these groups.
- Work with the Internal Communications team to create and disseminate materials to support staff across the organisation in engaging their stakeholders and the wider public with ARUK's policy and public affairs work, including toolkits and Q&As.

- Liaise with the Social Media team to develop compelling content in support of the charity's policy and public affairs work.
- Ensure activities comply with ARUK's branding and style guide.
- Undertake any other relevant duties and projects delegated by the Policy Communications 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:

- Educated to degree level in related subject or equivalent level of experience.
- Experience of working with national media on health/science or policy issues.
- Experience of working with external stakeholders and partners.
- Experience of delivering communications programmes through a variety of media (e.g. press, social media, email, events).
- Confidence working with computers; knowledge of Microsoft office packages and databases, good keyboard skills.
- Understanding of the UK political landscape, its potential impact on health policy and the role communication plays in policy change.

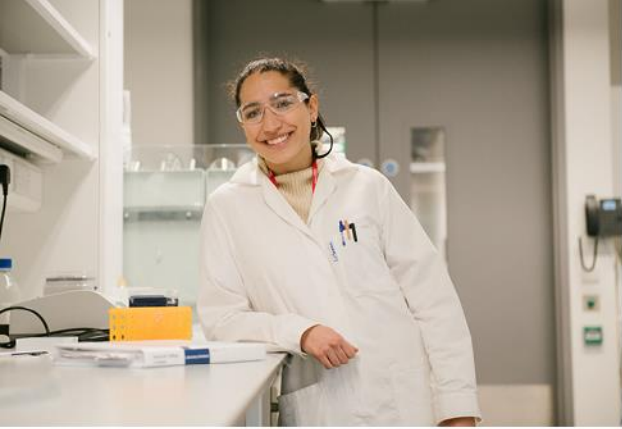
Desirable:

- Knowledge of dementia.
- Understanding of the medical research environment.
- Experience of working in a charity or policy environment.

Skills and Personal Attributes:

Essential:

- Excellent journalistic skills and news sense.
- Ability to understand and translate complex policy into consumable communications for journalists and the public.
- Excellent verbal and written communication skills, with a high standard of accuracy and attention to detail.
- Excellent organisational skills; the ability to manage many tasks with internal and external stakeholders to multiple deadlines.
- Ability to communicate appropriately and effectively with a broad range of people, including journalists, policymakers, representatives from partner organisations, and people affected by dementia.
- A confident and friendly manner; would feel at ease representing the charity to a range of audiences.
- Working with independence, intelligence, drive and initiative.
- Willingness and ability to travel independently in the UK and to work outside of regular office hours when needed.



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 £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 be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised as part of the selection process. Should you need any adjustments at either the application or interview stage, then please do 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 the **18th August 2024**, with interviews likely to be held week commencing the **26th August 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 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.