



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 MANAGER

JOB DESCRIPTION

Main Purpose of the Role

The Policy Manager will play a pivotal role in shaping and advancing our policy agenda to ensure people affected by dementia benefit from progress in research. By leveraging expertise in policy analysis, advocacy, and stakeholder engagement, the Policy Manager will be responsible for developing and implementing strategic policy initiatives that influence government decisions, public health priorities and research funding.

The post-holder will collaborate with a variety of stakeholders, including policymakers, researchers, clinicians, and people with lived experience of dementia to help make the case for increased investment in dementia research, advocate for more accessible routes to diagnosing and treating dementia and prepare health systems to be ready for future dementia treatments.

Key Responsibilities

Policy development

- Develop and manage programmes of work on key strategic policy areas that position ARUK as a key influencer both nationally and internationally. This may include the commissioning of external evidence generation.
- Provide expertise on the relevant evidence, insight, and policy context to enable the development of new innovative policy ideas and solutions that deliver on our strategic priorities.
- Manage the development of substantial and credible policy outputs, including briefings, reports, submissions to government departments and their agencies, parliamentary committees, and other UK and international organisations as appropriate.
- Work with the communications team to ensure our policy work is disseminated to our key audiences via a range of appropriate channels to maximise our reach and impact.
- Develop and maintain mechanisms to keep abreast of the policy environment.
- Analyse, interpret and make judgements on complex project activities, delegating and managing the policy advisors to achieve set deliverables through their management of day-to-day activities. As Policy and Public Affairs works in a matrix structure this may include managing deliverables with policy advisors across the team.
- Support the join-up between projects and across the wider team to ensure shared knowledge and the opportunity to maximise influence and impact.

Stakeholder engagement and management

- Develop and manage stakeholder engagement of key policy contacts.
- Actively promote patient and public involvement in the development and delivery of projects.
- Work with Public Affairs colleagues to strengthen existing and emerging relationships with political and other parliamentary stakeholders to maximise the impact of our policy work.
- Attend external working groups and help develop partnerships beneficial to ARUK.
- Work with other charities to ensure ARUK is playing a leadership role in shaping government medical research policy.

Research and data analysis

- Oversee the analysis of necessary data and understanding, working with other ARUK colleagues, to produce accurate, timely and insightful policy materials, briefings and media stories.

Line Management Responsibilities

- Line manage and develop a Policy Advisor, providing coaching, mentoring and performance management as appropriate.
- Work with Senior Policy Manager and other Managers to support our team mission, wider team development and our commitment to excellence.

Additional Responsibilities

- Champion the principles of 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:

- Experience and success in policy development and influencing change.
- Experience of building constructive relationships with stakeholders across multiple organisations, especially within a biomedical research or health setting.
- Experience of writing and reviewing complex policy reports.
- Understanding of range of channels for communicating policy work.
- Experience of line management
- Experience of delivering consultation responses and working with government teams to embed ideas.
- Confidence working with computers – good knowledge of Word, Excel and Outlook.

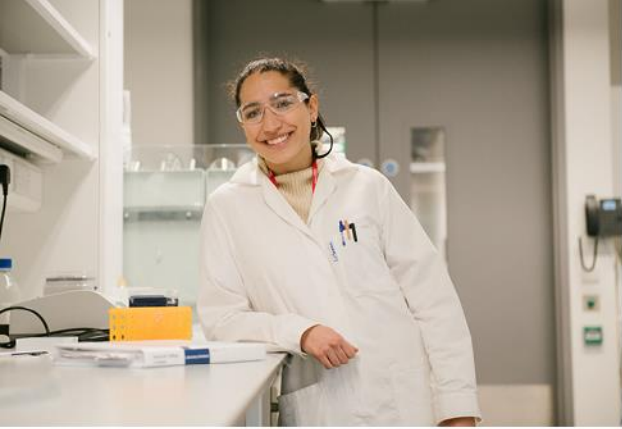
Desirable:

- Educated to Degree Level or equivalent
- Experience of policy development around medical research
- Experience of implementing policy change, particularly in a research setting
- Experience of undertaking public and patient involvement
- Experience of undertaking clinical engagement
- Experience of working with colleagues of a senior level
- Experience of delivering analytical projects
- Knowledge of dementia

Skills and Personal Attributes:

Essential:

- A passionate, proactive and curious policy professional.
- Strong negotiation skills.
- Excellent personal communication skills, with the ability to communicate with people at all levels both face to face and remotely.
- Ability to manage a broad programme or work with good organisational and prioritisation skills.
- Ability to work with a high level of accuracy and attention to detail.
- Ability to manage and develop people.
- Ability to write professionally, with an ability to adapt communication style for different audiences to maximise impact.
- Ability to analyse and interpret complex data to identify key messages.
- Professional and hard-working team player.
- Able to remain calm under pressure.
- Ability to show initiative and adaptability in a complex and changing policy environment.
- Strategic outlook with a clear focus on impact.



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 £44,000 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 **16th June 2024**, with interviews likely to be held w/c **1st July 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.