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

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THIS ORGANISATION EMPOWERS DYSLEXIC THINKING
#EmployDyslexia

POLICY MANAGER

JOB DESCRIPTION

Main Purpose of the Role

We're thrilled to announce an exciting opportunity for a Policy Manager to join our vibrant and highly respected Policy, Public Affairs and Campaigns Team!

In this influential role, you'll be at the heart of shaping our policy agenda, helping drive real and positive change for those affected by dementia. You'll have the chance to champion innovation and research breakthroughs, bringing fresh energy and insight to areas that truly matter. By combining your expertise in policy analysis, advocacy, and stakeholder engagement, you'll help steer strategic initiatives that impact government decisions, public health priorities, and vital research funding.

You'll collaborate with a diverse and inspiring group of people, including policymakers, researchers, clinicians, and those with lived experience of dementia. Together, you'll work to strengthen the case for greater investment in dementia care, championing improvements in healthcare pathways and clinical practice. You'll be advocating for fairer, more accessible diagnosis and treatment, and supporting health systems to adopt best practices as we prepare for the future of dementia therapies.

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 Policy 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, Public Affairs and Campaigns 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 evidence, working with other ARUK colleagues, to produce accurate, timely and insightful policy materials, briefings and media stories.

Line Management Responsibilities

- Line manage and develop two Policy Advisors, 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 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, skills and experience needed:

Essential:

- Experience in policy development and implementation within a healthcare setting.
- Experience involving clinicians and the public/patients in policy work.
- Proven success in developing, implementing, and influencing policy at a national level.
- Experience managing staff and supporting their development.
- Strong track record of building effective relationships with stakeholders, particularly in biomedical research or health settings.
- Skilled in producing and reviewing complex policy reports and consultation responses, and in working with government teams to embed ideas.
- Understanding of diverse channels for communicating policy work.
- Collaborative, hard-working team player with a strategic outlook and a clear focus on impact.
- Skilled at managing and developing people.
- Shows initiative and adaptability in a complex, changing policy environment.
- Strong negotiation and communication skills, effective with people at all levels both in person and remotely.
- Excellent organisational, prioritisation, and programme management abilities.
- Professional writing skills, with the ability to adapt style for different audiences.
- Confident user of Microsoft Office.

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 £45,000 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.

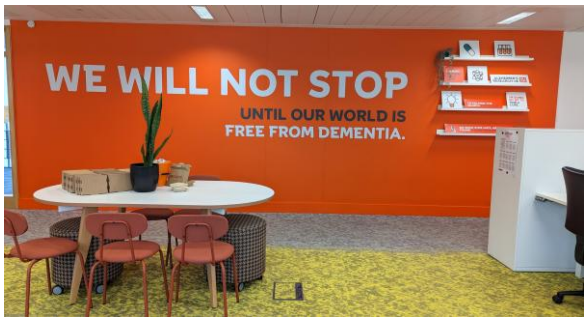
Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

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**.

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 **Recruitment page.**

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 **8th November 2026**, with interviews being arrange 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.