



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



PROJECT & PROGRAMME MANAGER

JOB DESCRIPTION

Main Purpose of the Role

We are in the early stages of implementing our 10-year organisational strategy, ARUK: Towards a Cure. Sitting within the Chief Executive's Office and reporting to the Head of Programme Management, the Project and Programme Manager leads the Project Management team and is responsible for driving complex, strategic projects and facilitating project management best practice across the wider organisation. The post holder also supports the Head of Programme Management in scoping and reporting on multi-year programmes and line manages the Projects Lead.

Key Responsibilities

Project management

- Deliver key, strategic projects, as determined by the yearly Operational Planning process, working with project teams to develop flexible project plans that can adapt to change.
- Manage project risks and decisions, liaise with third parties, and monitor project progress, ensuring stakeholders are updated at key checkpoints.
- Lead project reviews to capture successes and learnings and ensure project outcomes are embedded into BAU.
- Maintain oversight of key, strategic projects, identifying and managing dependencies as they arise.

Programme management

- Support the Head of Programme Management in scoping large programmes of work in line with our wider organisational strategy.
- Support the development of strategic working groups and assist the Head of Programme Management in monitoring progress against key strategic activities.
- Support delivery of the annual Operational Planning process

Team management

- Facilitate project management best practice across the wider organisation, contributing to the delivery of the Project Management Masterclass and developing and leading an internal Project Management consultation service.
- Line-manage and support the Projects Lead to ensure they deliver work to a high standard and their personal development is supported. Carry out annual appraisals and quarterly meetings.

Additional Responsibilities:

- Provide a professional, efficient service and uphold the reputation of the charity at all times.
- 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:

- Experience managing key, strategic projects including allocating tasks and managing risks, decisions, and changes.
- Sound knowledge of project management methodologies (Waterfall, Agile).
- Demonstrable ability to work with and influence a variety of different internal and external stakeholders at all levels.
- Ability to maintain focus on the bigger picture, spotting interdependencies and opportunities for collaboration across a range of projects and workstreams.
- Working knowledge of project management tools, such as Excel, Smartsheet, MS Projects or similar.
- Experience of line and/or matrix management.
- Programme Management experience, or a drive to develop skills in this area.

Desirable:

- Project Management qualification (e.g. PRINCE2, APM)
- Experience of working in a charity/non-profit environment
- Experience of working on different kinds of projects and programmes.

Skills and Personal Attributes:

Essential:

- Excellent communication skills, with an ability to build relationships, trust, and inspire confidence and respect at all levels.
- Strong team player who can work both independently and collaboratively with internal and external stakeholders.
- Excellent planning and organisational skills, and the ability to manage a varied workload and reprioritise work in accordance with the organisation's needs.
- Excellent listening skills, demonstrating flexibility, curiosity and an ability to learn
- Strong team player who can work both independently and collaboratively with internal stakeholders at all levels of the organisation.
- Demonstrates strong negotiation and influencing skills.
- Demonstrates a proactive and pragmatic approach to investigating and solving problems, strives for continuous improvement and identifies ways to deliver creative and innovative solutions.
- A good blend of strategic and analytical thinking; with an ability to see the bigger picture and make appropriate recommendations.
- Ability to absorb and process new information quickly.
- Strong ethical standards and a high level of personal integrity and empathy.
- Excellent IT skills in PowerPoint, Word and Excel.



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 £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.

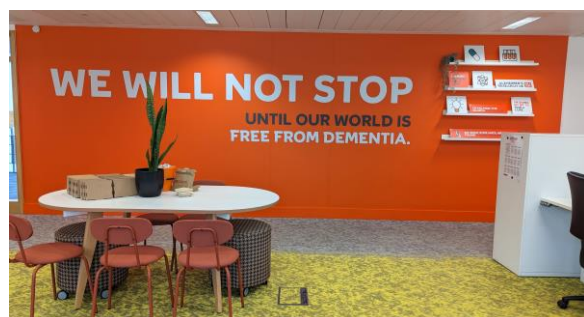
Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

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, 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 **14th April 2024**, with interviews likely to be held w/c **22nd April 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.