







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
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PUBLIC AFFAIRS OFFICER

JOB DESCRIPTION

Main Purpose of the Role

As the UK's leading dementia research charity, we're determined to stop this from becoming a reality. We're working to revolutionise the way we treat, diagnose and prevent dementia. But we will not stop there. With your support, we will keep going until every person is free from the heartbreak of dementia. We exist for a cure.

The Public Affairs Officer will support the development and delivery of Alzheimer's Research UK's political engagement and influencing activity. The role will build relationships with parliamentarians and other political stakeholders, monitor and respond to parliamentary developments, and deliver briefings, campaigns, events and influencing activity that advance our priorities for dementia research, diagnosis, treatment and prevention

We are currently recruiting two, Public Affairs officers, one permanent and one 12-month fixed term contract. As part of your application please include which role you would like to be considered for. We are also happy to accept applications for those wanting to be considered for both

Key Responsibilities

Public Affairs:

- Develop and deliver political and stakeholder influencing plans to secure our key policy asks on dementia research, treatment and prevention.
- Build productive relationships with parliamentarians through 1-1 meetings and our Dementia Research Champions programme for MPs and Lords Dementia Research Network for Peers and through other opportunities (e.g. constituency engagement, visits etc).
- Develop and deliver proactive and reactive parliamentary activity to grow ARUK's network of engaged, informed and supportive political stakeholders including through oral and written parliamentary questions, debates, Select Committee inquiries, party conferences and other opportunities.
- Keep abreast of the latest developments in dementia research and the science and health policy environments and build expertise and confidence in communicating key points to political audiences through different channels both in-person and digitally.
- Work with colleagues to provide tailored briefings, correspondence and other material for key decision-makers including Ministers, Special Advisers, Select Committee members and others.
- Represent ARUK at coalition meetings, stakeholder forums and external events, building relationships and promoting our priorities.
- Provide analysis, insight and regular reporting on parliamentary activity and opportunities to help further and inform ARUK's policy and public affairs work.

Campaigns and awareness raising

- Contribute to the development and delivery of public-facing campaigns and help shape campaign messaging for a political audience.
- Work with the communications and digital teams to help develop digital content and plans including drafting articles for the website and social media.

Project management and events

- Take responsibility for managing cross-organisational projects, such as parliamentary events, and co-ordinate input and delivery from colleagues across the organisation and externally.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Degree-level qualification or equivalent relevant professional experience.
- Experience of working with parliamentarians
- Knowledge of the UK political system and an interest in politics, public affairs and campaigning
- Experience of building positive relationships with decision-makers, influencers or supporters
- Experience of working effectively with senior colleagues and adapting advice or communications for internal audiences
- Excellent personal communication skills with the ability to communicate persuasively with people at all levels
- Ability to write professionally and adapt communications for different audiences
- Ability to work with a high level of accuracy and attention to detail
- Ability to work collaboratively with colleagues and contribute positively to shared objectives
- Ability to use initiative, identify practical solutions and progress work with appropriate guidance
- Good project management skills and the ability to prioritise workload
- Ability to use Microsoft 365 applications and databases or customer relationship management systems to maintain records and support project delivery
- Commitment to ARUK's vision, mission and values

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 buy via salary sacrifice arrangement 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%. Salary sacrifice option also available.



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/ Part time/ Permanent/ 12-month Fixed Term Contract, or on return of the substantive postholder

Salary: Circa £32,000 per annum

Working Hours: 35 hours per week

Ways of working: **DELETE ACCORDINGLY**

Agile - 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.

Remote - As part of our Remote ways of working you will be home based. You will only need to attend the office for specific requirements of the role and the business needs. Roles that are classed as part of the Remote ways of working are 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.

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.



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.

Accessible by public transport with bus and train services from Cambridge city centre and surrounding areas, the Park also runs its own commuter bus service which picks up from Cambridge Train Station (via Addenbrookes) and Whittlesford Parkway Station daily for Park occupiers.

Foot and cycle paths connect Granta Park to Cambridge, Sawston and Babraham and the Park is within touching distance of the A11 (linking with the A14 and M11) and the A505. For those travelling by car the Park also encourages membership of its free car sharing scheme.

Parking is free at Granta Park.What-Three-Words – ///dragons.loafing.deeds







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 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 29TH November, 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.