



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.

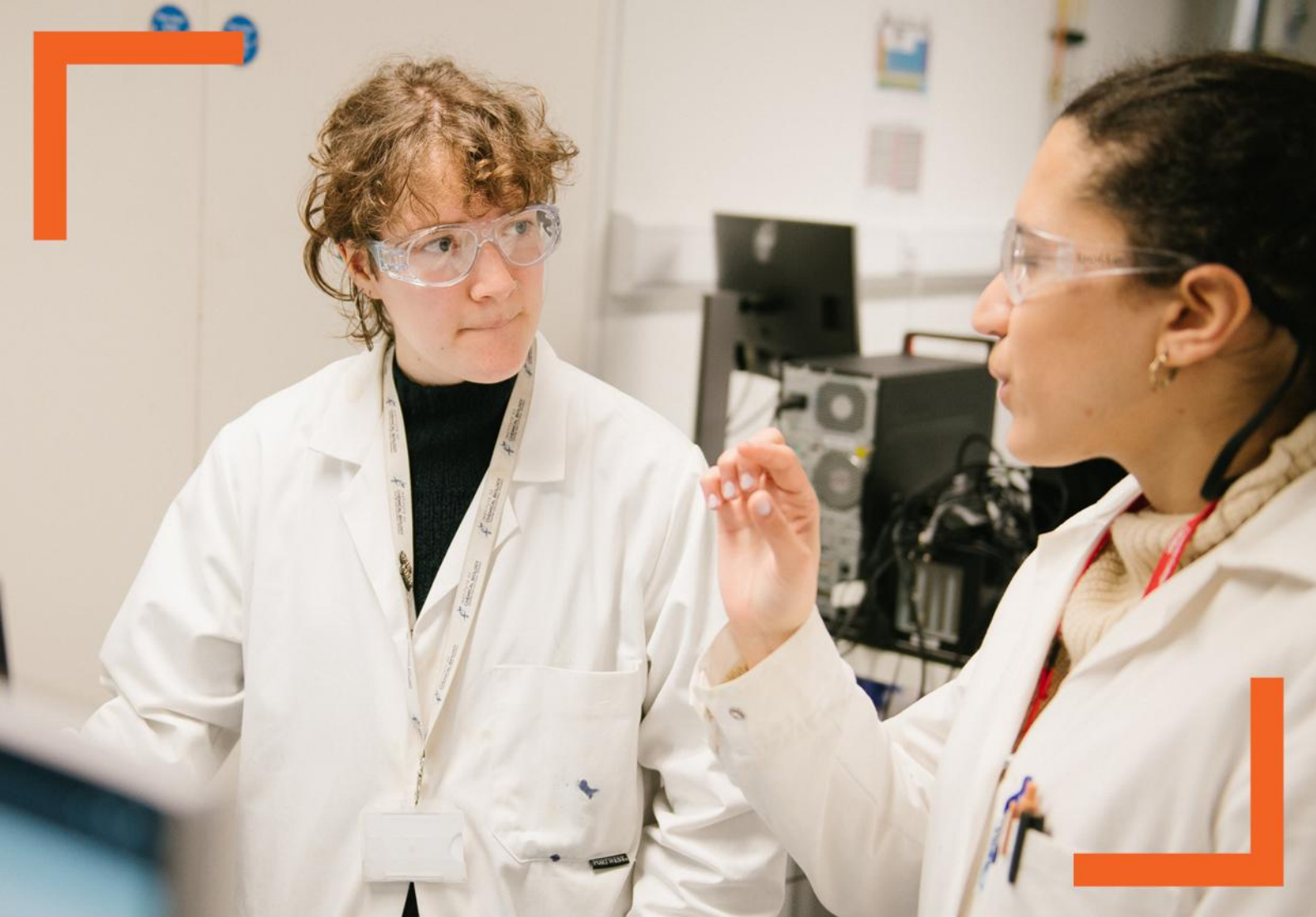
Hilary Evans-Newton.

Hilary Evans-Newton
Chief Executive



**Inclusive
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Standard**
Silver
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RESEARCH PROGRAMMES MANAGER

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.

We have established a number of high-profile strategic initiatives to help us advance our work towards a cure. We now have an exciting opportunity for a Research Programme Manager to support the successful ongoing delivery of two of our major initiatives, the Drug Discovery Alliance and Brains for Dementia Research, and collaborate across the organisation and externally to maximise their impact. Where required, the successful candidate will also support the ongoing delivery of our other major initiatives, working collaboratively across the organisation to maximise their impact both internally and externally.

This role sits within the Strategic Programmes team in the Research Directorate, an ambitious, supportive and friendly team that funds the best research to transform the lives of people affected by all forms of dementia. We're looking for someone with strong programme management experience, a good eye for detail and who is excited by the opportunities in the dementia research landscape.

Key Responsibilities

Lead the delivery of two of ARUK's major initiatives, Drug Discovery Alliance (DDA) and Brains for Dementia Research (BDR), and other initiatives as required:

- Develop a deep understanding of the programmes, acting as a point of knowledge and expertise
- Implement robust and proportionate review processes to oversee delivery of objectives and manage risks
- Ensure finances are effectively reported on and managed, working with the Research Funding and Finance teams
- Lead the preparation of papers and briefings for meetings, and support the Research Officer to ensure minutes and actions are captured and followed up on

Monitor and disseminate the impact of the DDA and BDR, to effectively tell the story of the initiatives and identify gaps:

- Monitor key programme progress, scientific developments and major outputs
- Work with the Impact team to ensure data gathered from the programme meets the needs of the wider organisation in terms of communicating progress and impact
- Work with the Public Involvement team to ensure the initiatives are reflective of the needs of people with lived experience

Stakeholder management

- Build strong relationships with stakeholders across the initiatives to identify opportunities to maximise their impact and value.

- Collaborate with the Head of Strategic Programmes and colleagues across the Research Directorate and wider ARUK to identify opportunities to strengthen programme objectives, provide updates on progress, and promote achievements.
- Act as a key point of contact and subject matter expert for the initiatives, both internally and externally.

Support development of the strategic programme team's strategy:

- Contribute to internal meetings, including discussions and content on strategic programmes and new initiatives
- Maintain up to date knowledge of developments in the dementia research field
- Attend meetings and events to build relationships and promote our strategic programmes
- Support the Research Leadership team to enhance ARUK's external profile through active participation in meetings and collaborations with key stakeholders

Line Management Responsibilities:

- Line management of a Research Officer, effectively delegating work to support delivery of their objectives
- Help to promote an inspiring team culture where personal development is prioritised

Additional Responsibilities:

- Apply robust project management skills to support the effective implementation and monitoring of initiatives
- 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:

- Degree in Biomedical Science, or equivalent relevant knowledge and experience.
- Experience and/or in-depth knowledge in early-stage drug discovery, ideally in dementia
- Proven experience managing large programmes of work, preferably in the healthcare, research or charity sector
- Strong project management skills, with experience managing multiple priorities, overseeing budgets and identifying risks
- Proven ability to build and maintain effective relationships with a wide range of stakeholders, including external partners and suppliers
- Experience defining programme requirements and using data and metrics to determine improvements
- Experience of managing staff and/or leading the delivery of work through others.
- Commitment to ARUK's vision, mission and values
- Good analytical skills demonstrated by a structured and methodical approach
- Excellent eye for detail with a focus on continuous improvement
- Strong communication skills both oral and written with the ability to convey complex information to diverse audiences
- Excellent time management skills and ability to multi-task, prioritise competing demands
- Demonstrated stakeholder management (internal & external), and problem-solving skills
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines
- Ability to use own initiative, with a proactive and problem-solving attitude
- Willingness to travel, including occasional overnight travel

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, 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.

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 \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](https://alzheimersresearchuk.org) – Please see the link above regarding our Stem Cell testing policy at ARUK.



OUR OFFICE

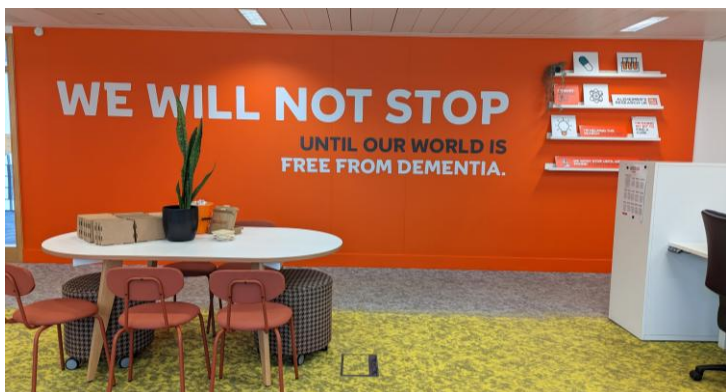
Our office is at **3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.**

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](http://www.what-three-words.com/3/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 **20th September 2026** with interviews being arranged 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.