



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.

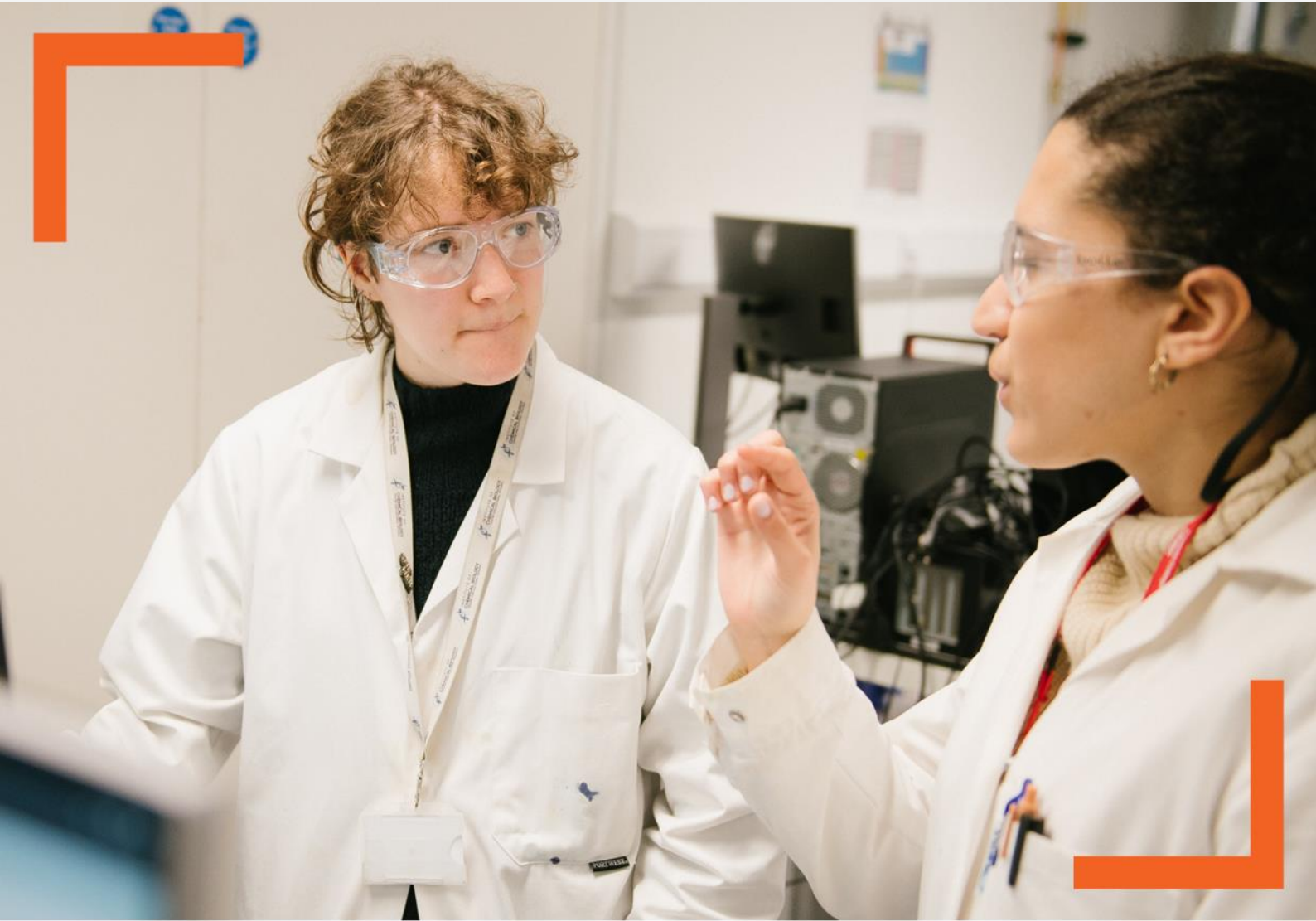
Working for Alzheimer's Research UK, you can be part of a team that is:

- 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



SCIENCE COMMUNICATIONS MANAGER - CONTENT

JOB DESCRIPTION

Main Purpose of the Role

The Science Communications Manager leads an expert team that inspires and informs the public, donors and researchers about dementia research, the progress being made, wider developments in the field and the impact of Alzheimer's Research UK (ARUK) funding.

The postholder plays a vital role in helping tell the story and scientific narrative of ARUK to a variety of audiences, cementing the charity's role as a leading authority on dementia research in the UK and globally. They also help to create a clear, creative, and compelling case for the need for research and the progress being made towards finding a cure.

Key responsibilities include finding and developing stories around ARUK research, managing our news and views website, and commissioning multi-media content that tells the story of ARUK and progress in dementia research.

With much of the charity's fundraising propositions centring around our research portfolio, this role and the team it leads are the keystone that unites our research output and fundraising approaches. This means working closely with our Philanthropy and Gifts in Wills teams to create impactful research content, as well as supporting engagement activities.

This means you will be an effective and inspiring communicator, creating and landing content covering ARUK research, impact and commentary across multiple communications channels and audiences. This includes: creating social media and digital content, such as blogs and website summaries; managing the progress reporting for a philanthropic audience and creating content for supporter and researcher newsletters.

You will also be expected to engage in broader communications and events work both within the team and beyond it. This is a challenging, creative and busy role, but one that oversees a function that is absolutely critical to ARUK and its mission.

Key Responsibilities

- Work with both the Senior Science Communications Manager and the Head of Communications, to plan and implement inspirational science communications programmes and initiatives that support the delivery of the charity's 10-year strategy.
- Lead and develop a team of 2 Officers, working closely across the wider science communications team.
- Develop and maintain a first-rate working knowledge of the dementia research field, including ARUK's portfolio, strategy, impact and history, and act as a go-to person for the latest information and insight in dementia research and able to communicate this effectively.
- Ensure the team develops and maintains relationships with a wide network of experts from across the dementia research field, including through attending research conferences and representing ARUK.
- Develop and implement communications plans for dementia research stories – both ARUK-funded and responding to other stories in the news.
- Responsible for regular out-of-hours science sign off, alongside the wider science communications management team (organised through an on-call rota, and occasional ad hoc).

- Supporting the Philanthropy and Gifts in Wills teams by ensuring progress reports are delivered on time and have met the required brief, producing other engaging research content when needed, managing a series of lab visits, and identifying and briefing scientific speakers for events or VIP visits.
- Oversee the charity's work to engage researchers, growing the field, sharing best practice, and coordinating events and development opportunities to ensure the UK remains a world-class place to conduct dementia research.
- Develop and maintain high-level narrative documents that make the case for research and the work of ARUK, and devise and develop innovative and creative communications products and campaigns based on this narrative.
- Manage the 'Our Research' and 'News and Views' sections of the ARUK website, ensuring engaging and up-to-date content, video and graphics, and monitoring the performance of digital content.
- Lead the development of public-facing communications for our major research initiatives such as the Drug Discovery Alliance, Clinical Accelerator programme and UK Dementia Research Institute.
- Represent ARUK to a high level within key relationships and partnership projects including, but not restricted to, Join Dementia Research, Brains for Dementia Research, Blood Biomarker Challenge, the Science Media Centre and other shorter-term partnerships.
- Manage multiple short and long term projects, working with teams within the charity and key external stakeholders.
- Ensure activities comply with ARUK's branding and style guide.

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 delegated by the Senior Science Communications Manger/Head of Communications in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- Educated to Degree Level in life sciences.
- Experience of working with the media at a national level.
- Experience of developing multi-media communications including film content, infographics for a variety of audiences.
- Line management experience.
- Project management experience.

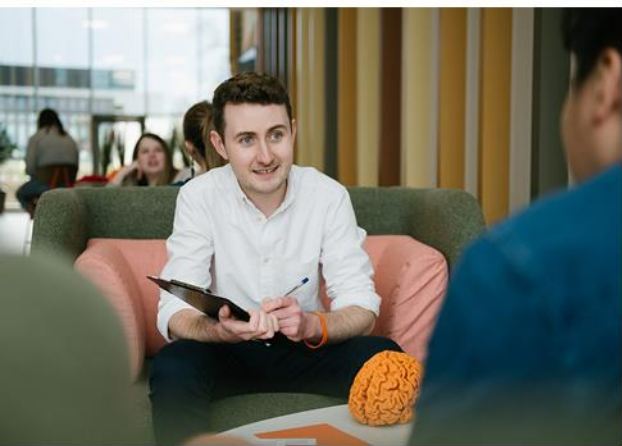
Desirable:

- Ideally you will have dealt with national science/health and specialist media.
- Experience of working on health/science issues.
- Writing for a philanthropic audience
- Experience of working in a charity/fundraising environment an advantage.
- Understanding of the medical research environment.
- Understanding of digital marketing, google analytics.

Skills and Personal Attributes:

Essential:

- Ability to identify and develop creative and engaging public communications opportunities emanating from scientific research.
- An eye for creativity and innovation in communications.
- Excellent organisational skills; the ability to manage a large number of tasks to multiple deadlines.
- Ability to communicate appropriately with people affected by dementia and their families.
- Excellent interpersonal and negotiation skills: can work collaboratively with and manage multiple stakeholders within and outside the organisation.
- First-rate editorial and writing skills, excellent journalistic and news sense.
- A confident and friendly manner; would feel at ease representing the charity to a range of audiences to a high level.
- Working with drive, flair, independence, intelligence and initiative.
- A passion for, and curiosity about, dementia research.
- Willingness and ability to travel in the UK and beyond, to work outside of regular office hours when needed.



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. Please however note we are unable to anonymise the application question which you are required to complete. When answering this question please remove any personal information, including your name. All questions answered as part of your application are also anonymised and not shared with the hiring panel. The hiring panel will only be made aware of your name and address once you are invited for an interview. Should you need any adjustments at either the application or interview stage, then 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 October 2024**, with interviews likely to be held w/c **4th November 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.