



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



SENIOR PARTNERSHIP DEVELOPMENT OFFICER

JOB DESCRIPTION

Main Purpose of the Role

The Partnership Development Team at Alzheimer's Research UK (ARUK) prides itself on delivering sector-leading partnerships. We are a friendly, collaborative, and ambitious team driven by our goal to fund vital dementia research and ultimately find a cure for dementia.

Our Senior Partnership Development Officer is responsible for proactively establishing, managing and growing our largest partnerships while line managing one of our team Executives. You'll have strong relationship management and business development skills, as well as attention to detail and an organised approach to a busy and varied workload. These skills will have been honed in either a charity or corporate role.

You will work with the wider Partnership Development team to coordinate activity from high-value relationships while holding and developing robust long-term relationships with our highest-level corporate donors.

Our Partnership Development Team sits within the Philanthropy and Partnerships Directorate. We collaborate closely with the Regional Fundraising team and the wider Fundraising and Marketing function, so communication, collaboration, and strong relationship skills are essential.

We are lucky to work with some fantastic UK-based and international companies who recognise our passion, creativity, and ability to work flexibly to achieve their CSR aims while supporting ARUK's strategic goals. Awesome brands like The Perfume Shop, Omaze and Cadbury are just some examples of organisations that have joined our mission to find a cure for dementia.

Key Responsibilities

Provide high-quality account management for corporate supporters, acting as the day-to-day contact point for the company and its staff and ensuring the highest standard of supporter care at all times.

- Respond promptly and professionally to corporate supporters, ensuring extremely high-level customer service is maintained from across the charity with the accounts you are responsible for.
- Lead new partnership set-ups, including establishing legal agreements, partnership calendars and reporting methods.
- Create and support Partner Charity Committee's and Ambassador networks
- Build strong relationships with internal ARUK stakeholders, including Senior Leadership Team, to collaborate on partnership strategy.
- Offer extensive, creative fundraising ideas to support partner companies, using a broad range of experience and case studies.
- Assist with the organisation of innovative, engaging corporate fundraising events and attend events where relevant.
- Ensure effective monitoring and evaluation of all corporate activity, clearly communicating progress.
- Proactively identify and pursue opportunities to broaden and lengthen relationships, creating multifaceted partnerships.

- Work closely with the communications team to create clear partnership communication plans and ensure corporate fundraising press opportunities are maximised and the impact is communicated clearly to the partner company.
- Achieve agreed financial and non-financial targets, to include partnership income and stewardship goals.
- Work proactively with employees at all levels within the companies you are supporting to identify and maximise potential income, both within and beyond the partnership terms.

Support the Partnership Development Manager (PDM) and Senior Partnership Development Manager (SPDM) in the onward development and implementation of the corporate fundraising strategy for ARUK, to increase the team's income.

- Work with the PDM to ensure that the most appropriate use is made of internal and external contacts to support the work of ARUK, creating and maximising networking, influencing and engagement opportunities.
- Ensure new business prospects within partnerships are identified and passed to the New Business Team.
- Undertake project work as requested by the PDM to increase engagement with ARUK from within our corporate partners and develop ARUKs offering to our partners.
- Setting a best-in-class example for the wider team in all aspects of your role.

Represent the charity professionally in a high-level corporate context

- When representing the charity externally, influence and engage external contacts at all levels to maximise corporate fundraising potential.
- Maintain up-to-date knowledge of developments within the dementia research field.
- Communicate confidently about the research we are funding and dementia/ARUK more broadly. Including presenting to large audiences.

Line Management

- Line Management of a Partnership Development Executive (PDE); driving the success of this post through effective and inspiring leadership to ensure a highly motivated and efficient support function to help the team achieve targets.
- Delegate workload from across the team to the PDE, ensuring they are supporting both the New Business and Partnership Development functions.
- Oversee the PDE's targets and objectives.
- Ensure the PDE is meeting all team and charity SLAs.
- Line management of any temporary administrative staff recruited to assist with specific projects.

Additional Responsibilities:

- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.
- Undertake new business acquisition work as required.
- 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.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- Building and growing high-level relationships through networking, negotiation and influence both internally and externally.
- Confidence working with computers; knowledge of Word, Excel, and Outlook.
- Ability to ensure effective reporting with partnerships when tracking charity income via various sources including our CRM system.
- Ability to independently manage projects from beginning to end.

Desirable:

- Knowledge of dementia or a science background.
- Knowledge of fundraising law and codes of practice.
- Understanding of fundraising, including different types of corporate partnerships.
- Experience using fundraising databases.
- Line management experience.

Skills and Personal Attributes:

Essential:

- Excellent account management and relationship management skills in either a charity or corporate role; transferable sales or marketing skills also relevant.
- Good planning, prioritisation and organisational skills with excellent attention to detail.
- Excellent communication skills, with the ability and confidence to present to corporate audiences.
- You work well as part of a team but are proactive and can work independently.
- A confident and friendly manner; would feel at ease representing the charity to high-level external contacts.
- Creativity, innovation and resourcefulness to identify opportunities within partnerships and develop tailored fundraising ideas and initiatives.
- Willingness and ability to travel independently in the UK and 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 £36,000 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 **11th August 2024**, with interviews likely to be held w/c **19th August 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.