



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.

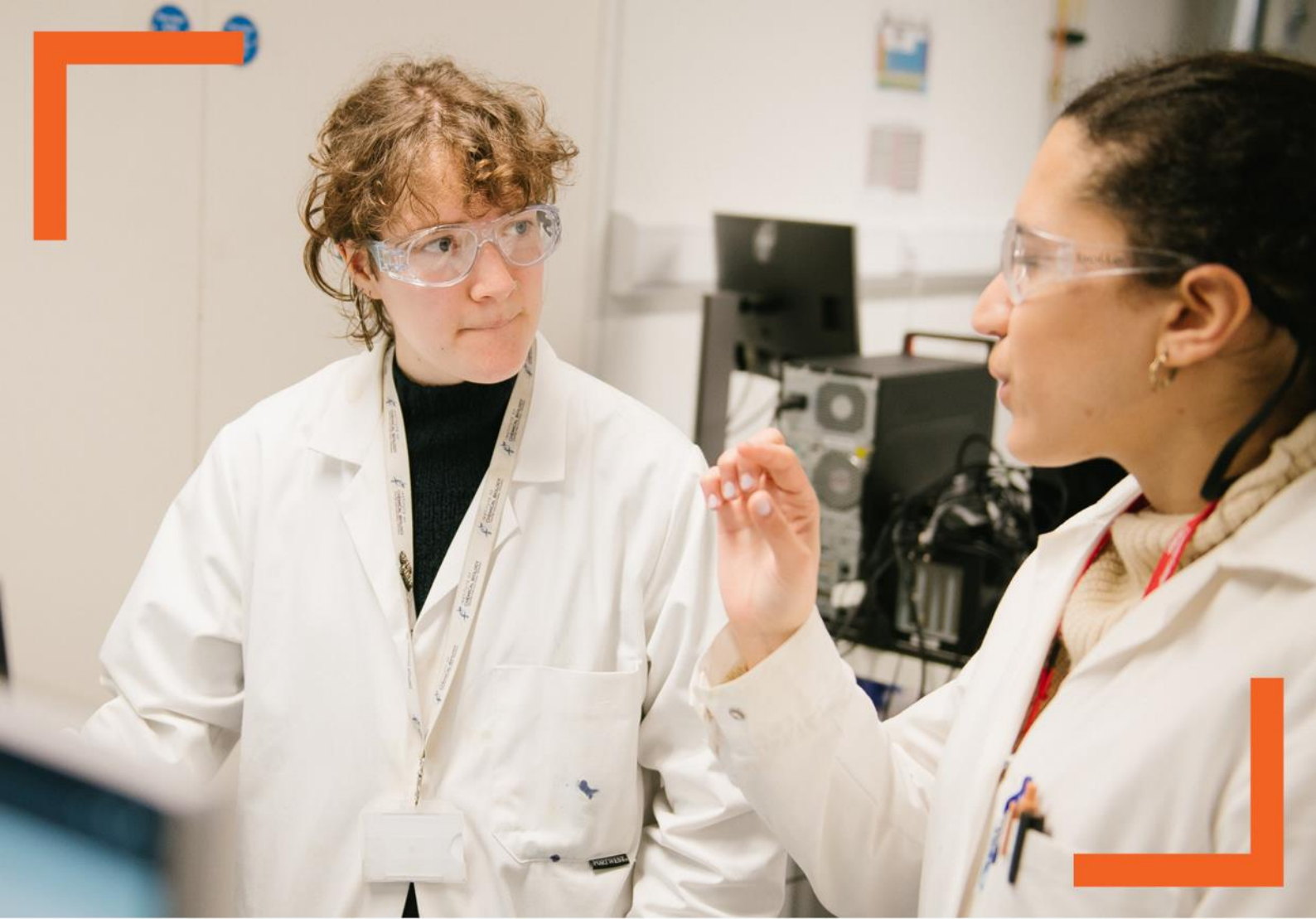
Working for Alzheimer's Research UK, you can be part of a team that is:

- 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 RESEARCH MANAGER

JOB DESCRIPTION

Main Purpose of the Role

Alzheimer's Research UK (ARUK) is the UK's leading dementia research charity dedicated to diagnosis, prevention, treatment and cure. Backed by our passionate scientists and supporters, we're challenging the way people think about dementia, bringing together the people and organisations who can speed up progress, and investing in research to strive for a cure.

The Senior Research Manager will work closely with the Head of Research Funding, leading a team focussed on research culture and engagement, as well as managing our scientific portfolio. This role is vital in advancing ARUK's research objectives and promoting engagement within with ARUK-funded research community. They will be working collaboratively with the Research Team and with other teams at Alzheimer's Research UK, including the Events Team, Science Communications team and Philanthropy teams.

This role sits within the Research Funding 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 research management experience, a good eye for detail and who is excited by the opportunities in the dementia research landscape

Key Responsibilities

Scientific programme management

- Build and maintain strong external relationships with a network of ARUK scientists, clinicians, and senior stakeholders across the UK.
- Monitor progress and outputs of ARUK funded projects, supporting our Science Communication team to share progress on our funded research
- Using knowledge of funded research, work with the Strategic Programmes team to help evaluate the impact of funding in addressing ARUK research priorities.
- Gain a thorough understanding of the dementia research landscape, working with the wider Research team to make recommendations to drive the development and delivery of ARUK's research strategy

Research culture and Early Career Researcher strategy

- Design and lead a strategic programme aimed at fostering a positive research culture and supporting the development of Early Career Researchers (ECRs) within the dementia research field, including:
 - Developing and implementing an ECR strategy that provides resources, mentorship, and growth opportunities for emerging researchers in dementia.
 - Identifying and championing initiatives that support diversity, equity, and inclusivity within the research community.
 - Establishing frameworks and activities that promote collaboration, transparency, and ethical research conduct across Alzheimer's Research UK-funded projects.

Research community engagement

- Develop an approach to grow engagement with researchers and strengthen connections with the wider research community

- Support the Research Engagement Manager and wider teams to deliver activities within the strategy to promote awareness and collaboration, produce impactful resources, to drive impactful scientific progress.
- Lead the advancement of Alzheimer's Research UK's flagship research conference, ensuring the programme reflects the latest scientific advances and strategic priorities. and elevates Alzheimer's Research UK's visibility and influence in the dementia research field.

Management Responsibilities

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

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 in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- Strong science background, educated to degree level in a relevant subject (preferably with a postgraduate qualification or equivalent work experience)
- Experience and/or in-depth knowledge of biomedical or life sciences research, preferably in a relevant or related area
- Proven ability of planning, managing and delivering projects; ability to prioritise and manage multiple tasks, showing adaptability to meet challenging targets and deadlines.
- Experience of developing and delivering strategies, ability to spot opportunities and translate these into operational plans, thinking beyond the immediate issue to look at broader topics or themes.
- A team player who can collaborate effectively with a range of stakeholders internally and externally to deliver

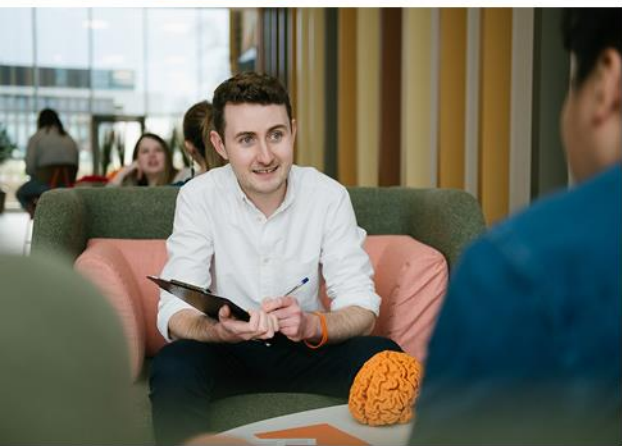
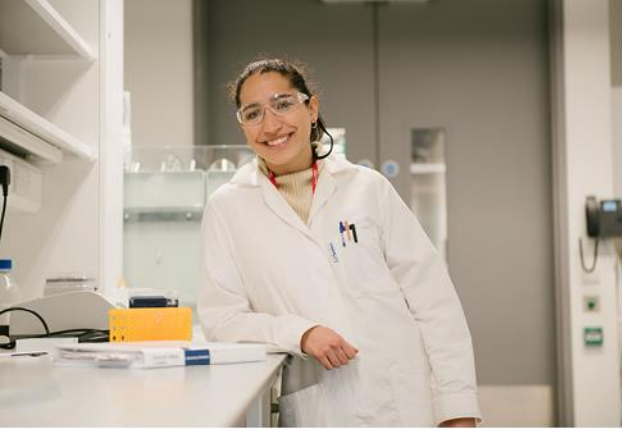
Desirable:

- Good working knowledge of grant management systems (e.g., Grant Tracker)
- Experience organising or supporting large events
- Research or research-related experience, for example in an academic, NHS, industrial research and/or research funding/management setting

Skills and Personal Attributes:

Essential:

- Strong communication skills with the ability to convey complex information to diverse audiences
- Excellent interpersonal and relationship management skills, with experience of building and managing relationships with a diverse range of stakeholders, at all levels of seniority.
- Commitment to ARUK's vision, mission and values
- Excellent eye for detail with a focus on continuous improvement
- Excellent time management skills and ability to prioritise competing demands
- Ability to work independently
- Willingness to travel, including occasional overnight travel



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 £53,000 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 being an inclusive employer and ensuring fairness and consistency in our selection process, we will handle your CV and application with the utmost confidentiality. While we strive to anonymise your CV where possible, there are certain sections, such as the application question, that cannot be fully anonymised. We kindly ask that you remove any personal information, including your name, when answering the application question. The hiring panel will not have access to your personal details, such as your name and address, until you are invited for an interview. 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 **1ST December 2024**, with interviews likely to be held on the **9th & 10th December 2024**. 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.

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.