



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





SPORTING EVENTS ADMINISTRATOR

JOB DESCRIPTION

Main Purpose of the Role

The Sporting Events Team at Alzheimer's Research UK (ARUK) is responsible for securing income from individuals taking on sporting challenges and effectively managing relationships to maximise income.

As Sporting Events Administrator, you will play a significant part in contributing to a high-performing fundraising team. You will work closely with the Sporting Event Managers (SEM) and Sporting Event Officers (SEO) to drive the continued growth of the charity's sporting event fundraising income. You will also be required to show excellent organisation and relationship-building skills to support supporters

Key Responsibilities

- Be the first point of contact for all Sporting Event fundraisers, providing excellent customer service, acknowledging support and increasing long-term loyalty.
- Provide effective administrative support to the Sporting Events team, including maintaining accurate records, managing inbox and telephone queries and supporting smooth event delivery.
- Provide organised administrative support to SEOs across a range of sporting events and tasks, helping to coordinate day-to-day activity and manage competing priorities.
- Fundraising data management including adding new constituents to the fundraising database (Salesforce), ensuring details are accurately recorded and maintained and that supporters are appropriately thanked.
- Ensure fundraisers and volunteers have all necessary materials for fundraising initiatives.

Event and Supporter Management

- Support the team in managing the sporting events as agreed with the Sporting Events Manager (SEM). Including recruitment of sporting places, recruitment of volunteers, communications plans, event marketing and event attendance.
- Working alongside the SEM and the SEO to manage the stewardship of all supporters.
- Build and manage relationships with prospective and current sporting fundraising supporters through prompt, helpful, professional and friendly contact.
- Proactively contact fundraisers by phone to offer encouragement, guidance and tailored support, helping those who need additional stewardship to build confidence and maximise their fundraising potential.
- Taking the opportunity to maximise income and long-term support with every fundraising supporter, suggesting ARUK fundraising products where appropriate.
- Schedule and deliver stewardship good luck calls for all portfolio sporting eventers.
- Drafting prompt, professional thank you letters and certificates to fundraising supporters.
- Managing emails sent to sporting events inbox.

Events Support

- Support in the effective delivery of sporting fundraising events for ARUK.
- May include relationship management with suppliers and logistics companies.
- Attendance of weekend events where necessary.

PERSON SPECIFICATION

Knowledge, skills and experience needed:

Essential:

- Experience of working in a customer service role
- Use of CRM or database systems
- Confident working with computers – good knowledge of Word, Excel, Outlook and databases
- Excellent, enthusiastic telephone manner
- Ability to build rapport and establish relationships with our supporters quickly and effectively
- Excellent written and verbal communication skills
- Excellent organisational skills
- Excellent attention to detail
- A professional and hard-working team player
- Flexibility to work occasional unsociable hours and willingness to travel independently
- Contagious enthusiasm to inspire supporters

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 £24,788 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 4th October 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.