



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



TRUSTEE

TRUSTEES OF ALZHEIMER'S RESEARCH UK

We have an exciting opportunity for three new Trustees to join the Board of Trustees for Alzheimer's Research UK. We are keen to hear from candidates who can bring high level experience, skills and expertise to support the delivery of our ambitious [new ten-year strategy](#).

As an Alzheimer's Research UK Trustee, you will be taking on a highly valued and critical role at the Charity, which will include setting and monitoring progress against our strategic vision; taking overall responsibility for our governance; and acting as a high-level ambassador for our work.

This is an exciting time to be joining Alzheimer's Research UK as we implement our strategy, which marks a pivotal moment both for everyone affected by dementia and for us as a charity. We're striving **for a cure**; by revolutionising the way we treat, diagnose and prevent dementia. With research delivering new treatments and the ability to diagnose people with dementia much sooner, we are committed to ensuring these breakthroughs reach people with dementia as soon as possible.

THE ROLE OF A TRUSTEE

Trustees share the collective responsibility for the effective governance and development of Alzheimer's Research UK, setting the Charity's strategy and major policies in accordance with the Charity's vision, mission and values. They are responsible for monitoring performance against the Charity's strategic aims and objectives, scrutinising the management of risk, and fulfilling the statutory governance obligations. They are also high-level ambassadors for the Charity and are expected to fully embody our values, which are to be determined, dynamic and change-making.

Trustees are appointed for an initial term of one year, followed up by up to three subsequent terms of up to three years (maximum of ten years).

In terms of commitment, our Board meets five times a year. These meetings take place in London and at our head office near Cambridge, but we also offer virtual options. The work of the Board is further supported by four sub-committees which meet up to three times a year, either in person or virtually. Trustees are expected to attend all meetings, where possible, as well as to join suitable sub-committees/ groups, based on their skills and expertise. We also encourage Trustees to engage in other activities where possible to support the work of the Charity.

In turn we hugely value their support and work with all our Trustees to shape their role around their skills and interests. We provide exciting opportunities for them to engage with the Charity's work; provide support for all new Trustees through a full induction; and offer ongoing support from our senior management and governance teams.

This is a voluntary role, but reasonable expenses (e.g. travel) will be reimbursed.

WHAT WE ARE LOOKING FOR

To complement the existing skills and knowledge on [our Board](#), particularly as current members conclude their terms, we wish to appoint new Trustees with high-level experience and expertise in the following areas:

Finance (Treasurer)

We are looking for an experienced Treasurer to support the Board, Chief Executive and Executive Director of Finance & Operations in the successful delivery of the Charity's financial responsibilities. This will include the provision of advice, guidance, challenge and reassurance on all aspects of the Charity's financial activities and ensuring that our strategic plans are underpinned by robust and fit for purpose financial management.

Treasurer specific responsibilities;

The Treasurer works in close cooperation with, and provides support and advice to, the Executive Director of Finance and Operations. The specific responsibilities of the Treasurer are to:

- Ensure that effective and appropriate financial measures, controls and procedures are in place and that the Charity is sufficiently protected against the risks of fraud, corruption and misuse of funds.
- Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
- Report to the Board of Trustees at regular intervals about the financial health of the Charity and keep the Board informed about its financial duties and responsibilities.
- Advise the Trustees (and the Senior Leadership Team) on the financial implications of the Charity's strategic plans and the key assumptions included in the Strategic Operational Plan and Budget, especially those which are outside the agreed boundaries of management authority.
- Confirm that the financial resources of the Charity meet its present and future needs.
- Member of the Investment Committee to ensure appropriate management and governance of ARUK's investments to meet the Charity's financial needs.
- Ensure that accounts are reported to the relevant statutory bodies i.e the Charity Commission and Companies House.
- Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the Audit and Risk Committee if appropriate.
- Formally present the accounts to the Board of Trustees, drawing attention to important points, either in a written report or orally.
- In addition to the above, the Treasurer will also have the responsibilities and qualities of all Trustees as set out in the Trustee role description.

Investment

- We wish to appoint a new Trustee to bring high-level expertise in investments to the Board and to act as Chair to the Investment Committee.

Marketing & Communications

- We are seeking a communications expert to advise the Board on how we can further enhance awareness of, and engagement with, the Charity and strengthen its brand in order to deliver its aims. Our new Trustee will have a strong background a related field such as brand development, marketing, advertising and/or PR.

Please download the Vacancy Pack on our website for more information regarding these roles.

Alternatively for more informal queries, please contact the Head of Governance, Lizzie Ashley-Webb with any informal enquiries about the role via lizzie.ashleywebb@alzheimersresearchuk.org

BECOMING A TRUSTEE

All candidates will need a good understanding of what's involved in being a charity trustee and to be able to demonstrate the following:

- Passion for our vision of a world free from the heartbreak of dementia and preferably (although this is not essential) personal experience of dementia;
- A good understanding of charity governance and ability to contribute constructively and collaboratively in a Board environment;
- Excellent interpersonal and communication skills;
- Sound judgement and integrity.
- We actively welcome applicants from all communities, backgrounds and geographies so that we reflect the diverse nature of the people we serve and who support us

THE TERM

Trustees are appointed for an initial term of one year, followed up by up to three subsequent terms of up to three years (maximum of ten years). This is a voluntary role, but reasonable expenses (e.g. travel) will be reimbursed.

SPECIFIC AND STATUTORY DUTIES

Leadership and strategic direction. Trustees commit to:

- Overseeing the effective implementation of ARUK's strategy and Board decisions by the CEO and Senior Leadership Team, monitoring the effective delivery of our strategic aims and objectives.
- Ensuring that the Charity's strategic direction, policies, control systems and objectives are clear and regularly reviewed.
- Scrutinising the management of risk to the organisation.
- Debating and approving the Charity's annual plan and budget, ensuring these are financially sound.
- Bringing fresh thinking and new ideas to Board discussion, enhancing the Charity's fundraising effectiveness and influencing, and the performance of its charitable remit.
- Building strong working relationships with the Chief Executive and senior staff.

ARUK stewardship

ARUK is committed to providing our Trustees with the highest level of support and training to ensure they are able to carry out their role effectively and represent the charity.

We commit to:

- An induction programme to help Trustees establish themselves in the role.
- Provide a high level of governance support to ensure Trustees are fully equipped to carry out their duties at Trustee meetings, Sub-Committees and other formal meetings where they represent the charity.
- Provide Trustees with access to the latest information about our work and dementia research so they are well informed to act as Ambassadors.
- Equip Trustees with the necessary materials, information and resources for all activities they will undertake on our behalf and appoint appropriate assistance from within Alzheimer's Research UK to maximise support.
- Provide Trustees with opportunities to meet with key staff and Scientists.

Ensuring best practice. Trustees commit to:

- Fulfil the Trustees' legal and financial responsibilities as outlined in Charity Commission guidance for Trustees and in accordance with the Companies Act (2006), the Charities Act (2011) and other relevant legislation.
- Maintain partnership and good relations with the Chief Executive, senior managerial staff and the wider staff team.
- Contribute specific knowledge, skills, experience, interests and contacts to maximise the Charity's ability to raise income and to influence and fulfil its remit as quickly as practicable.
- Advise and support the Charity's aim to be efficient.
- Be an active member of the Board and any of its Sub Committees and Advisory Groups.

- Participate fully in education and training provided for the benefit of Trustees.
- To fulfil other duties and assignments as may be requested from time to time by the Board.

Trustees can help ARUK by:

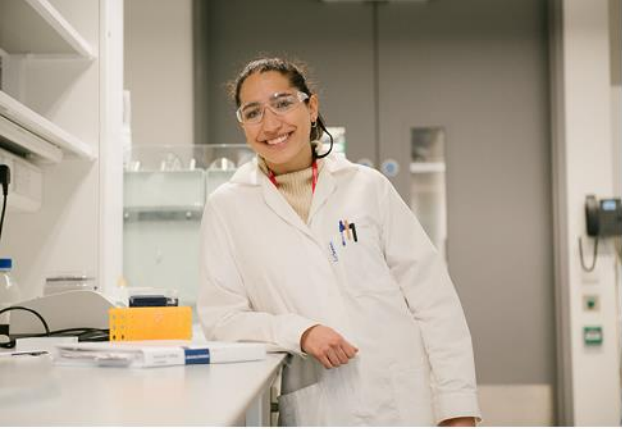
- Being a strong Ambassador for the charity, promoting ARUK's vision at relevant opportunities.
- Work closely with other Trustees to build a strong effective Board.
- Providing strategic advice on individual topics.
- Inputting on governance, processes and effective running of the charity.
- Providing introductions to key contacts who might be interested in the work of ARUK, or who ARUK would benefit from working with.
- Supporting ARUK's fundraising activity, working with supporters, major donors and Trusts as appropriate.

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BEING PART OF 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**





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 **22nd September 2024**, with interviews likely to be held week commencing the 14th October 2024. 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.