

## Job Description

<b>Job Title:</b>	Research Officer
<b>Location:</b>	Hybrid working with a minimum of two days a week to be worked in our Covent Garden office in London.
<b>Reporting to:</b>	Research Manager
<b>Hours:</b>	37.5 hours a week, worked flexibly to include evening and weekend work where necessary
<b>Contract:</b>	Permanent
<b>Travel:</b>	Regular national travel with chance of international travel where necessary

## Overview

Race Against Dementia is a global charity founded by three-time Formula 1 World Champion Sir Jackie Stewart OBE to find preventions, treatments and cures for dementia – faster.

We fund and support pioneering early-career scientists around the world, giving them the tools, mentoring and Formula 1-inspired mindset to accelerate breakthroughs. From the UK to the USA, Australia to South Africa, our researchers are rethinking how dementia research is done – applying data science, AI and engineering to neuroscience in bold, collaborative ways.

This role sits within Race Against Dementia's small, dynamic Operations team, who oversee the charity's research programmes and internal processes. The team is responsible for managing Race Against Dementia's research portfolio – from coordinating funding calls and supporting the selection of the projects we fund, to delivering the training and development programme for our researchers.

## Purpose of the role

The Research Officer plays a central role in delivering Race Against Dementia's research activity, helping to strengthen our research programmes and support the researchers we fund. The role combines strong organisational skills with clear science communication: coordinating processes, systems and partnerships to ensure smooth delivery, while translating research progress into accessible updates for internal and external audiences.

## Duties and Responsibilities

### Research administration:

- Manage the administration of all grant calls and related processes.
- Coordinate all incoming communications regarding research matters, ensuring timely, professional responses.

- Maintain team calendars and shared resources to support smooth team operations.
- Set up review sessions with Race Against Dementia Fellows to monitor progress.
- Support preparation of updates and progress reports for charity Trustees, funders and supporters.
- Work with the Research Manager to coordinate training activities for Race Against Dementia researchers.
- Support the planning and delivery of the annual in-person training event for Race Against Dementia researchers.
- Work closely with Race Against Dementia's research partners and training partners to coordinate joint activities, communication, and ensure smooth delivery of collaborative projects and training activities.
- Undertake research to identify new organisations aligned with our mission.

### **Science communications**

- Track key developments in dementia research and emerging trends in the field.
- Support the creation of research related social media content for the charity's social media channels.
- Support the development of press materials to announce research updates and milestones.
- Contribute to copywriting and content development for the Race Against Dementia's website.
- Work with the Research Manager to ensure the wider team is kept up to date with research developments across our network and the wider field.
- Help build and maintain a network of key dementia research stakeholders across academia and charities.

### **Other duties**

Carry out any other duties as required by the Research Manager, CEO and Board of Trustees including:

- To attend, where appropriate, local, regional and national meetings/events.
- To maintain a good knowledge of national and local initiatives which are of benefit to Race Against Dementia.
- To administer your own workload, including meeting targets and deadlines in line with the Race Against Dementia appraisal system.
- To attend relevant CPD training events as required.
- To undertake responsibility, as part of the team, for all Health and Safety work related matters.
- To work within the guidelines of Race Against Dementia's policies and procedures.

All team members are expected to uphold and actively demonstrate Race Against Dementia's values and purpose, fostering a culture of integrity, innovation, and shared ambition to accelerate progress in the race against dementia.

*This is not intended to be an exhaustive list. Your job description may be subject to change.*

Date last updated: January 2026

## Person specification

### Research Officer

• Education or career experience in a science/ technology/engineering/psychology related discipline	Essential
• An interest in medical and dementia research and the latest scientific developments	Essential
• An understanding of the scientific grant application and distribution process	Desirable
• Monitoring and evaluation experience and an understanding of the importance of data in decision making	Desirable
• A natural relationship builder	Essential
• Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently	Essential
• A team player who collaborates effectively with colleagues, stakeholders and RAD communities	Essential
• Knowledge of philanthropic grants	Desirable
• Excellent verbal and written communication skills	Essential
• A full driving licence and access to a car	Desirable
• Experience of working in a charity	Desirable
• Ability to share information, contribute opinion and receive constructive criticism	Essential
• Ability to maintain accurate and up-to- date data and online records	Essential
• Experience of using a CRM system	Desirable
• Excellent attention to detail	Essential
• Good time management skills	Essential
• Willing to be flexible with working hours	Essential

These competencies and behaviours will be used to assess applications and at interview stage. Only candidates who can clearly demonstrate they meet all the essential criteria will be considered.

## **Your employment**

We are a small, ambitious charity with a big mission. Our team works closely with scientists, funders, partners and supporters in the UK and internationally, and we pride ourselves on being collaborative, values-led and outcome-focused.

Working at Race Against Dementia means being part of a passionate, high-performing team where your work has clear purpose and tangible impact.

## **What can we offer you?**

- A meaningful role contributing directly to the race against dementia, with clear sight of the impact of your work.
- You will be joining a team who put people first and will make you feel valued, help you to learn and support you to thrive in your role and within the charity.
- Quarterly in person team meeting days where we take a break from the screens, reflect on the last couple of months, plan ahead and use the day to work collaboratively.
- Opportunity to work closely with senior leaders, trustees and high-profile supporters.
- Hybrid working with an office in central London.
- Up to 3% matched pension contribution
- 25 days holiday a year, plus eight English public holidays (and we encourage you to use them all!)
- Learning and development budget and support
- A collaborative, inclusive environment where ideas are encouraged and initiative is valued.

## **Equality, Diversity and Inclusion Statement**

Race Against Dementia aims to be an inclusive organisation where the individuality of every person is treated with respect. Race Against Dementia is committed to eliminating discrimination in any form. This means that all staff, volunteers and everyone with whom we come into contact with will be treated with dignity, equality, fairness and respect and no one will receive less favourable treatment.

## **Safeguarding Statement**

Race Against Dementia is committed to safeguarding and protecting vulnerable adults, children and young people. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks where appropriate. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.