



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.

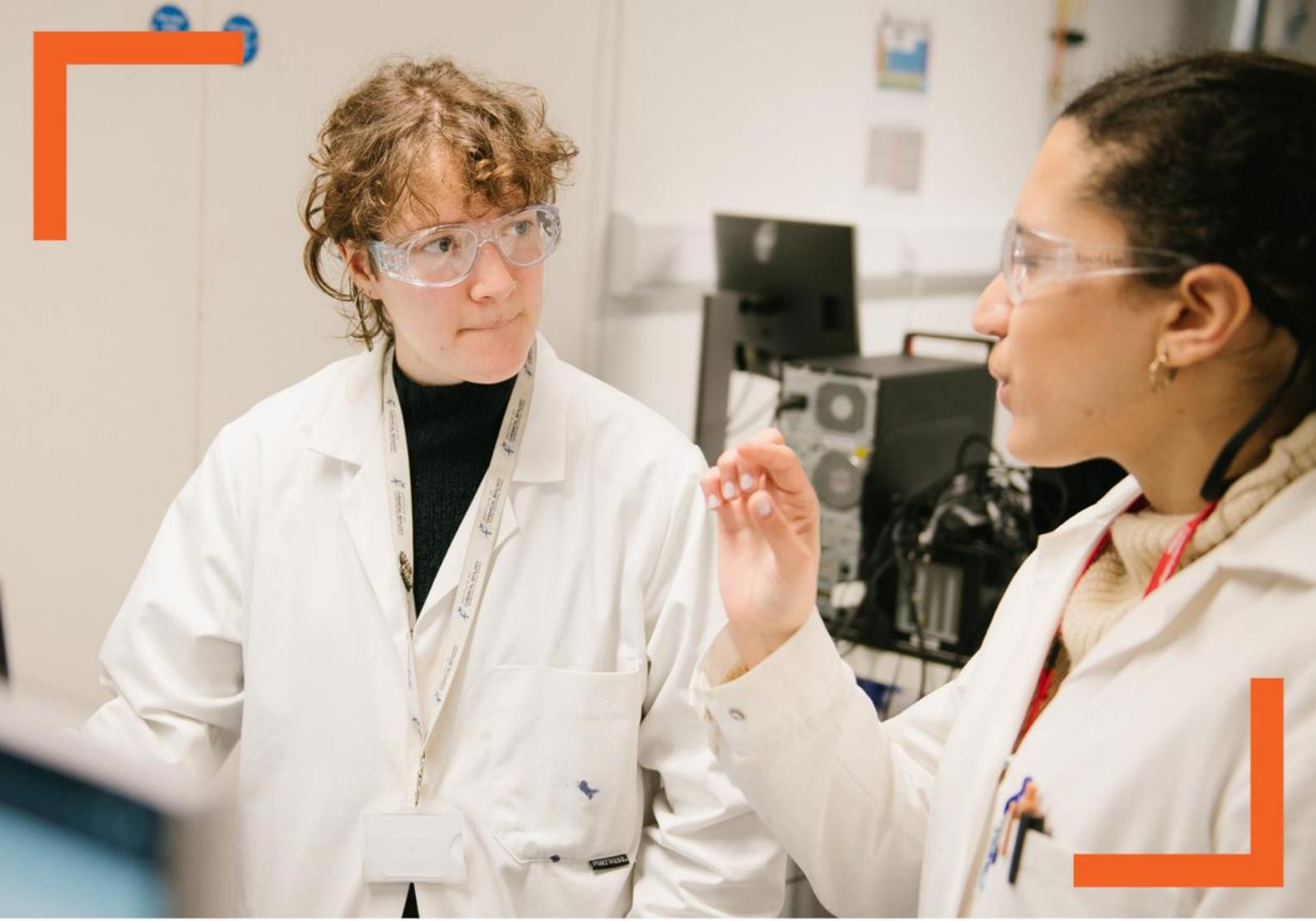
Working for Alzheimer's Research UK, you can be part of a team that is:

- 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



RESEARCH OFFICER — STRATEGIC PROGRAMMES

JOB DESCRIPTION

Main Purpose of the Role

As the UK's leading dementia research charity, we are working to revolutionise the way we treat, diagnose and prevent dementia. But we will not stop there. With your support, we will keep going until every person is free from the heartbreak of dementia. We exist for a cure. Backed by our passionate scientists and supporters, we are challenging the way people think about dementia, bringing together the people and organisations who can speed up progress, and investing in research to make life-changing breakthroughs possible.

This role sits within the Strategic Programmes Team Research team in the Research Directorate, an ambitious, proactive and growing team that is driving forward initiatives to bring more clinical trials to the UK for people living with dementia. With the first generation of disease modifying treatments recently approved, this is an exceptional opportunity for an individual with strong research experience who understands the clinical research environment in the UK, to contribute to groundbreaking work in dementia research, aligning with and advancing on the Government's new investment initiatives in the Dame Barbara Windsor Dementia Goals.

As a part of this dynamic team, the Research Officer for Strategic Programmes will actively contribute to the development, implementation, management and evaluation of ARUK's strategic initiatives. This role involves working collaboratively with various teams within ARUK and aligning with the organisation's overarching objectives. This role requires an individual who is well-informed about the current developments in dementia research and can facilitate communication and partnerships to foster new opportunities.

Key Responsibilities

Supporting the Implementation and Evaluation of Strategic Initiatives:

- Assist in the monitoring and annual review processes of various strategic initiatives including the Drug Discovery Alliance (DDA) and Brains for Dementia Research (BDR) to ensure our strategic programmes deliver impact contributing to the wider dementia research ecosystem.
- Support the development of future programme strategy through landscape analysis, collating external expert opinion and working with partner funding bodies.
- Participate in the development of content for meetings and assist in preparing briefing materials for different committees and boards, ensuring papers are written clearly and on-time.
- Responsibility for allocating, collecting and collating peer reviews for each initiative as appropriate.
- Support in preparation and organisation of external meetings, including travel and budget tracking in collaboration with the Research Programmes Manager.
- Drafting minutes for key meetings and ensuring actions are captured appropriately.
- Support the Research Programmes Manager for Strategic Programmes and the Head of Strategic Programmes in developing relationships and collaborations with partners and stakeholders, providing relevant briefing materials where needed.
- Work closely with the wider Research Team to embed involvement of people with lived experience into strategic programmes.

Communication and Partnership Work:

- Engage in cross-departmental and cross organisational meetings to contribute ideas and share insights.

- Support meetings with other funders to explore potential partnership opportunities and prepare briefings for Research Leadership teams where appropriate.
- Further develop expertise on how to conduct annual reviews and improve ways of working by working with organisations such as the AMRC and by attending relevant workshops and meetings.
- Collaborate with the Research Team to support the assessment of impact from strategic initiatives and communicate these findings both internally and externally.
- Contribute to external events as a representative of the charity including national conferences with the aim of positioning ARUK as an authority on dementia research.

Additional Responsibilities:

- Participate actively in Research Team meetings to contribute ideas and insights.
- Ensure the wider team and department is updated on activities in strategic programmes as appropriate.
- Support internal reporting processes on risks, budget and activities within strategic programmes.
- Champion the principles of 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:

- Experience in project coordination and collaboration facilitation.
- Ability to manage multiple tasks and adhere to deadlines.
- Familiarity with the UK funding landscape
- Basic understanding of the drug discovery process.
- Prior experience in a team environment.
- Demonstrable commitment to inclusive working, placing value on equity and diversity.
- Good IT skills.

Desirable:

- Basic knowledge of dementia research.
- Experience in collaborating with industry sectors.
- Basic understanding of budget management.
- Understanding of best practice research management principles.

Skills and Personal Attributes:

Essential:

- Commitment to ARUK's vision, mission and values.
- Strong communication and stakeholder management skills.
- Excellent written and verbal communication skills with the ability to capture and summarise key information to different stakeholders.
- Organised and able to coordinate various projects concurrently.
- Self-motivated with a proactive approach to work.
- Willingness to learn new skills
- Able to work well as part of a team.



WORKING AT ARUK

In 2024, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises '**World Class**' levels of workplace engagement. This is the second consecutive time; we have been awarded a Best Companies 3-star accreditation.

We were also listed in the prestigious Best Companies lists:

- 18th in the 100 Best Large Companies to Work For in the UK.
- 10th in the 50 Best Companies to Work For in the East of England.
- 2nd in the 30 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.

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**.



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 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 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: Permanent

Salary: Circa £31,000 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, 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. 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 **22nd February 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.

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.