



Vacancy Information Pack

Help us make breakthroughs possible



Registered with
**FUNDRAISING
REGULATOR**



**Alzheimer's
Research
UK**

Make
breakthroughs
possible

Registered charity numbers - 1077089 & SC042474



Welcome to ARUK

Alzheimer's Research UK 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 cutting-edge research. We believe that medical research can and will deliver life-changing preventions, treatments and one day, a cure for dementia.

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, with a Research Network of over 2,000 scientists, and key research initiatives aimed at delivering new treatments, preventions and improved diagnosis.
- Providing information about dementia to people affected and their families, helping improve understanding around the condition and the potential for research to defeat it.
- Campaigning to keep dementia research on the political agenda, working to ensure government funding for research is a priority and that the environment is right for biomedical research into dementia to succeed.
- Building a social movement behind our cause, connecting with thousands of people who are helping to make breakthroughs in research possible.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work, we are committed to being an inclusive organisation where employees can make a full contribution and where we value a diverse range of views. Our pioneering spirit is reflected in the energy and drive of our employees.

I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from the fear, harm and heartbreak of dementia. Together, we will make life-changing breakthroughs possible.

Hilary Evans

Hilary Evans
Chief Executive



Science Communications Officer (Media)



Main Purpose of the Role

The Science Communications Officer (Media) will help increase awareness of Alzheimer's Research UK in the media, and in direct-to-public activities to raise the profile of ARUK's brand, promote the charity's expertise and help raise more funds for dementia research. The role plays an important part in developing ARUK's brand as an expert charity that is seeking to transform the lives of people with dementia through research.

The role forms part of the Science Communications team, a multifaceted group that plays a crucial role in helping make dementia research accessible and inspiring to the public across a range of output channels, including social media and our website; the national, regional and trade media. The team also plays a crucial support role to all of our fundraising activities through the provision of public and donor-ready content relating to our research activities that will inspire support of our work.

This is a challenging, creative and busy role with a focus on increasing awareness of Alzheimer's Research UK in the national and regional media across the UK, as well as specialist and consumer titles as appropriate.

Key Responsibilities

Reactive and proactive media work

- Preparing, writing, issuing and promoting press releases relating to research, both national and regional.
- Coordinating reactive press comments in response to breaking news stories often at short notice, including producing internal briefs for spokespeople, obtaining sign-offs and accompanying to interviews.
- Developing effective working relationships with relevant members of the media; responding promptly to queries, including occasional out-of-hours queries.
- Finding and cultivating appropriate spokespeople: scientists, medical professionals and ARUK staff.
- Proactively seeking new ways to promote the work of ARUK through the media, including scientific and medical trade titles and feature pitching.
- Exploring press opportunities around ARUK's major strategic initiatives including the Drug Discovery Alliance and Join Dementia Research and events such as the ARUK annual conference.
- Maintaining good communication of upcoming breaking news stories within the charity, briefing staff and looking for opportunities to promote breaking news to supporters.
- Occasionally acting as a spokesperson in media interviews, alongside others

Support the Fundraising Directorate in communicating ARUK's research portfolio to current and potential supporters.

- Producing engaging and accessible project summaries and progress reports to effectively communicate the importance of dementia research and ARUK's research portfolio.
- Supporting the wider Science Communications team to develop case studies, project examples, success stories and research updates for use in supporter newsletters, marketing appeals and other public-facing communications.

Assisting in the promotion of ARUK research to the wider public

- Assisting with ARUK's public engagement activity, where necessary.
- Making regular contributions to the ARUK blog.
- Generating research content for ARUK social media channels.
- Speaking about research at events and representing ARUK in the community.
- Contributing to the development of special science communications projects.
- Assisting other teams within the organisation in the accurate communication of research issues to stakeholders.

Key Responsibilities *continued*

Other duties

- Ensure activities comply with ARUK's branding and style guide.
- Maintain relevant files and documents.
- Undertake any other relevant duties and projects delegated by the Science Communications Manager, in line with the responsibilities of the post.
- 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.



Person Specification

Knowledge and Experience:

Essential:

- Educated to degree level in life sciences or experience working in a health/science environment.

Desirable:

- Post graduate research experience

Skills and Personal Attributes:

Essential:

- Experience of working with the media on research or health stories
- Previous experience of translating scientific work for the public.
- Previous experience of delivering projects involving multiple stakeholders.
- Excellent journalistic skills and news sense – the ability to spot a good story within complex science.
- A sharp eye for detail and an ability to produce high quality, accurate copy to tight deadlines.
- An ability to distil detailed scientific work into accurate yet engaging copy for journalists or the public.
- Excellent written communication skills.
- Ability to work with independence, intelligence, drive and initiative.
- Confidence working with computers; knowledge of Word, Excel, Outlook and databases.
- You can work comfortably as part of a team but are proactive and keen to explore new and innovative ways to promote the work of ARUK.
- A confident and friendly manner; would feel at ease representing the charity to a range of audiences.

Person Specification *continued*

Skills and Personal Attributes:

Essential:

- Outgoing, enthusiastic professional manner, with an ability to inspire and motivate others.
- Willingness and ability to travel independently in the UK occasionally and to work outside of regular office hours when needed.

Desirable:

- Previous experience working in a fundraising charity.
- Knowledge of dementia.



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 make breakthroughs possible 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 Personal Growth 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 £32,000 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 is able to be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures. Should you need any adjustments to the recruitment process, at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org

In order to be considered for this role, please create an online account using our Online Recruitment System 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 and covering letter to your application. You will also be able to track your application and view other vacancies that may be of interest. (We recommend that you use Google Chrome, Mozilla Firefox or Internet Explorer as your browser when applying online).

Your covering letter should detail the following:

- Why you are interested in applying for this role.
- How your skills/knowledge/experience meet the requirements of the person specification.

The closing date for applications is **the 15th January 2023**, with interviews likely to be held w/c the **23rd January 2023**. We would encourage applicants to submit their application at the earliest opportunity as the closing date may be brought forward at any time. Should we wish to contact you to arrange an earlier interview this will be arranged based on the availability of the candidate and the panel. Please indicate in your cover letter if you are unable to attend 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.