

National Influencing Assistant Apprenticeship Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

National Influencing Assistant Apprenticeship

Position in the organisation

Reports to National Influencing Officer.

Member of our Evidence, Policy and Influencing team.

Part of our Research and Influencing directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

This role is key to Alzheimer's Society's ambitions to drive major, and positive, change at a national level across England, Northern Ireland, and Wales at an exciting time in dementia policy.

The National Influencing Assistant will play an important part in ensuring what the Society thinks about the big issues affecting people affected by dementia is acted upon by national decision makers across the three nations we work in. That means evidence-based, collaborative, engaging and innovative political and health system influencing will be at the core of everything this person does in role. They will support national influencing and campaigns activity across three nations. This means working across the entire National Influencing Team, but also collaborating incredibly closely with the Local Systems Influencing, Policy, Campaigns and Strategic Evidence Teams to ensure our influencing work is highly integrated locally and nationally, driven by clear policy asks and underpinned by the most robust evidence.

The National Influencing Assistant will be a motivated and ambitious person, naturally collaborative, curious, and challenging of the status quo. They will work with National Influencing Officers, Managers, and the Head of National Influencing to support development and implementation of a public affairs and campaigns strategy. The postholder will support work around implementing the action needed to affect change in dementia at national levels across Northern Ireland, Wales, and England. Key to the success of this role is a strong understanding of the political and health systems in these nations.

The postholder will be keen to learn, have an ability to explain complex information to different audiences, and be able to work with the team to inspire national leaders to take action.

This post is a learning role and Alzheimer's Society is committed to developing the successful applicant. If the postholder is based in England, there will be opportunity to undertake the level 4 Policy Officer Apprenticeship. Although this apprenticeship is a UK Government initiative and is therefore only available in England, we welcome applicants from all parts of the UK and will prioritise the development of the postholder, wherever they are based.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Understand the Society's overall mission, as well as directorate strategies and how our National Influencing plan plays a part in these.
- Support the execution of a high quality, innovative and successful political and health system engagement strategy.
- Monitor and report on parliamentary activity in relation to dementia.
- Deliver activity which pushes dementia up the parliamentary and government agendas across three nations, including supporting the work of the Campaigns team where required.
- Put the experience and insight of people with and affected by dementia at the heart of all our political, parliamentary and health system engagement.
- Build strong relationships with team members and other colleagues across geographical and team boundaries to support our influencing work being truly three nations in its approach, and so that evidence, policy and influencing all function as one impactful unit. This includes being involved operationally in multiple locations where necessary on specific projects.
- Work closely with colleagues in other teams to inform content for social media and our website, ensuring it is aligned to the key messages we need to land with the stakeholders of the Evidence, Policy and Influencing team.
- Provide advice for staff and volunteers across the organisation on how to engage and influence politicians and other decisionmakers with a national remit.
- Adhere to, and champion compliance with, all relevant legislation related to public affairs activity.
- Undertake any other reasonable duties which may arise from time to time, and which are commensurate with the general level of the post.
- Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as

required.

- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Ability to work across multiple UK nations in a complex influencing environment and proactive in developing understanding of different UK nations.	A
Excellent organisation and time management skills, and ability to work across competing priorities.	I
Able to operate and thrive in a fast-paced, multi-dimensional environment.	I
Confident and comfortable engaging with people from all walks of life with diverse backgrounds and experiences.	I
Involve people living with dementia, service-users and/or those living with long-term health conditions in your work.	I
Good written and verbal communicator with ability to develop convincing, evidence-based arguments to progress our policy priorities.	A/I
Strong analytical and presentational skills.	I
Comfortable with change and working with ambiguity.	I
Able and confident in using the Microsoft office suite, including excel, PowerPoint, word, outlook, and Teams.	A

Competencies & personal attributes	Application (A) or interview (I)
Proactive and self-starting.	A/I
Curious and constantly questioning the status quo.	A/I
Celebrates progress and impact, not activity.	A/I
Eager and able to work at pace in a complex environment.	A/I
Deeply committed to personal and team development.	A/I

Independently minded and a critical thinker.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I
Flexible, creative, and committed to continuous improvement.	A/I
Hard-working, high energy and dynamic, able to adapt to situations, people and challenges.	A/I
Tolerant and welcoming of differences of perspectives and opinion.	A/I
Pragmatic individual who is ambitious for themselves and others.	A/I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave