

Research Information Officer

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.

Research Information Officer

Position in the organisation

Reports to the Research Information Manager
Member of our Research Information team within the Research Communications team in the Research and Innovation department
Part of our Research and Influencing Directorate
Works closely with the Income and Engagement directorate

Purpose of this role

At Alzheimer's Society, we are committed to ending the devastation caused by dementia. Achieving this future relies on bold, ambitious research - which is why today we are supporting over £50 million in world-leading dementia research and support a network of more than 400 researchers across the UK. Our pioneering research programme drives innovation, empowers leading scientists, and ensures that people affected by dementia shape the questions we ask and the breakthroughs we pursue. Together, we are tackling the biggest challenges in dementia so that everyone can access the diagnosis, treatments, care and support they deserve.

The Research team plays a central role in delivering this ambition. We ensure that every project we fund is of the highest quality and aligned with the Society's strategy. Passionate, evidence-driven and solutions-focused, we work collaboratively across the organisation to strengthen the UK dementia research ecosystem, accelerate scientific understanding and create equitable pathways from discovery to impact - ensuring research leads to real-world benefit for all those affected by dementia.

As in-house experts, we champion research at every stage. We make complex science accessible, engaging and meaningful, ensuring breakthroughs are widely understood and effectively communicated. By translating evidence into inspiring stories, we position Alzheimer's Society as a trusted leader in dementia research and motivate more people to join us in driving change.

We are looking for someone who is a natural communicator, works collaboratively with others, and brings genuine enthusiasm for scientific research. You will be passionate about translating complex scientific and medical information into clear, accessible content for lay audiences, and skilled at creating engaging narratives that showcase the impact of our work and inspire more people to support our cause. As our Research Information Officer, you will support the development and delivery of compelling research content that supports income generation for the Society.

Your role is central to creating clear, compelling and accessible content that explains our own scientific research and key news from the wider dementia research field to current and prospective donors. You will work confidently and autonomously across multiple directorates, navigating interdependencies to support income generation across our research portfolio.

You will work as part of a small team to support a range of income and engagement teams by producing high-quality research content and collaborating effectively across the organisation. You will support the Research Information Manager to develop resources that best share information about research to enable the organisations fundraising strategy.

Alongside support for our Income and Engagement directorate, as a member of the Research Communications team, you will support the effective dissemination of the Society's research programme to internal and external audiences. This could include supporting collaborative communications plans for key initiatives, representing Alzheimer's Society at conferences and events, raising the profile of our research. You may be required to act as a credible and compelling spokesperson in meetings with legators, major donors, trusts and corporates, showcasing the impact of our work and inspiring donor support.

You will play a supportive role in generating an environment where people can be themselves and safely share their opinion, and able to listen and support others.

You will enjoy being part of a motivated team and helping us achieve shared objectives and goals.

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

- Support with ensuring that fundraising teams have clear, accurate and engaging information about the Society's research portfolio and news from the wider dementia research world to maximise income generation.
- Maintain a sound knowledge base of research from within the Society and the wider environment related to dementia, asking clarifying questions if needed.
- Create high-quality research communications content for a range of channels ensuring scientific content is translated accurately and effectively for donor and public audiences, sharing resources with the wider Research Communications team to ensure maximum possible use.
- Support development of resources for stewardships of existing donors (including progress reports) and solicitation of new donors (including proposals or appeals).
- Manage a repository of research information to support colleagues in income and engagement, regularly collecting feedback on resources and developing ideas to promote the resource hub.
- Work closely with other information repository managers to reduce overlap and ensure consistency in messaging.
- Able to lead on communications with colleagues to deliver fundraising appeals with support as required.
- Support collaborative cross-organisation efforts to maintain research restrictions in accordance with the requirements of our finance teams and in line with donor intention.
- Represent the research programme in meetings with prospective and current legators, major donors, trusts, corporates and at key events, acting as a credible and compelling spokesperson.
- Support delivery of research-related engagements — including conferences, donor stewardship events, lab visits and research talks — that deepen donor understanding and strengthen relationships.
- Work collaboratively with the wider Research Communications team to support the delivery of integrated communications plans around key activity from our own research portfolio and activity from the wider dementia research field.
- Work collaboratively across Directorates to implement effective cross-team processes that meet content and project needs efficiently.
- Support delivery of the research communications strategy and wider Research strategy.

- Operate with independence, liaising with colleagues from teams across the organisation, escalating decisions where necessary.
- 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.
- 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.
- Commit to open communication of workload and ability to deliver to deadline, supporting efficient working across the team.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Educated to degree level in a relevant biomedical or health discipline or relevant experience	A/I
A further qualification in communication or journalism	A/I
Minimum of one year's experience in a communication or fundraising role or a specific qualification in communication	A/I
Proven experience in a role that demonstrates understanding of cross directorate working and with co-ordinated interdependencies	A/I
Experience of writing about scientific content for a non-scientific audience	A/I
Experience of a UK voluntary sector, preferably medical or care charities	A/I
Knowledge of basic science hypothesis-driven research methodology	A/I
Knowledge of dementia and the related science	A/I

Able to translate science into lay language	A/I
Able to communicate, particularly in writing, compellingly, persuasively and credibly with a range of audiences	A/I
Confidence to work across multiple teams and to uphold processes consistently	A/I
Able to work on several projects proactively and simultaneously and meet agreed standards and deadlines	A/I
Able to adapt and present complex information accurately, clearly and succinctly	A/I
Able to work independently and to take a proactive approach to new projects	A/I
Able to use standard Microsoft Office packages effectively, with excellent keyboard skills	A/I
Confident to act as spokesperson on research	A/I

Competencies & personal attributes	Application (A) or interview (I)
Reliable, with good attendance and punctuality	A/I
Be a team player, supporting colleagues when there are deadlines, and knows when to ask for help themselves.	A/I
Excellent communication skills, both verbal and written	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication, tolerant and welcoming of differences of perspective and opinion	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I
Curious and constantly questioning the status quo	A/I

Eager and able to work at pace in a complex environment	A/I
Independently minded and a critical thinker	A/I
Flexible, creative and committed to continuous improvement	A/I
Able to adapt to situations, people and challenges	A/I
Pragmatic individual who is ambitious for themselves and others	A/I
Open to new ways of working, learning new tasks and skills as required	A/I
Build credibility and trust with others by acting openly, professionally and respectfully at all times	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)

Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

Basic ☐

Enhanced ☐

Not Applicable ☒

Candidates - If you require further information regarding Criminal Records Check, then please contact: [**careers@alzheimers.org.uk**](mailto:careers@alzheimers.org.uk)

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: [**Employeesupport@alzheimers.org.uk**](mailto:Employeesupport@alzheimers.org.uk)

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