

# Manchester Brain Health Centre – Development Lead (18 months fixed term)

## 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.

# Manchester Brain Health Centre – Development Lead

## Position in the organisation

Reports to the Associate Director – Services, with future line management of Brain Health Advisers within the Centre.

A key member of our Local Services Leadership Team, within the Dementia Support and Partnerships Directorate, you will work closely with colleagues from across the Society, especially within Income & Engagement and Research & Influencing.

You must be able to attend meetings and work regularly in Greater Manchester and the surrounding areas.

## Purpose of this role

At Alzheimer's Society we are advisers, 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.

We are seeking a proactive and strategic leader to play a crucial role in developing and implementing a new innovative and high-profile project, in partnership with our external partners, as part of the Manchester Brain Health Centre. This is an exciting new role that requires excellent project management skills, experience of managing key relationships both internally and externally, while confidently influencing developments to drive forward this pioneering new project to support the future of dementia diagnosis, prevention and care.

You will be able to translate strategy into operational delivery, with an understanding of the opportunities and risks in the external health and care environment. You will have a strong business acumen, a track record of spotting opportunities, experience of system leadership and be used to working with ambiguity. Finally, you will be creative and comfortable with high levels of accountability and autonomy, understanding the requirements that come with delivering high profile projects.

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

- Drive the Manchester Brain Health Centre project development in collaboration with key stakeholders, ensuring alignment with the organisation's strategic goals.
- Working with our internal Project Management Office, ensure and be accountable for high quality project management, including effective budgeting, managing risk, reporting of progress and evaluating impact.
- Represent the Society in meetings with key stakeholders within the Manchester Brain Health Centre and partner organisations, fostering productive collaboration and partnership working.

- Through internal influencing and collaboration across directorates, ensure the benefits of our involvement in Manchester Brain Health Centre are realised Society-wide.
- Ensure the project is informed by insight and experience of teams across the Society.
- Work closely with internal enabling functions, such as Legal and Information Governance, to ensure the required governance frameworks are in place.
- Lead on the establishment of Alzheimer's Society services within Manchester Brain Health Centre, including the line management for our Brain Health Advisers.
- Support and enable both Involvement and Volunteering opportunities within Manchester Brain Health Centre.
- Provide clear, timely, and effective verbal and written communication to both internal and external stakeholders at all levels.
- Act as a spokesperson for Manchester Brain Health Centre and Alzheimer's Society, including potentially in media interviews, internal briefings, at conferences and seminars, with occasional overnight stays as required.
- Produce high-quality reports for the Board of Trustees, Executive Team, and Governance Committees, ensuring informed decision-making.
- Influence and negotiate with stakeholders at all levels, both internally and externally, to balance the project needs while safeguarding the organisation's position.
- Oversee budget sign-off within defined limits, ensuring financial accountability.
- Support the project evaluation processes, implementing necessary changes to transition successful initiatives into business-as-usual operations.
- Support and advise the Associate Director on internal and external opportunities and risks bringing forward innovative solutions and ideas to achieve project and organisational objectives.

## **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)
Proven experience in the health and social care sector, with experience of partnership working and setting up new services.	A/I
Strong stakeholder management skills, including influencing senior decision-makers.	A/I
Excellent verbal and written communication abilities, with experience in report writing and presenting to senior teams.	A/I
Demonstrable experience in project management or managing strategic change programmes, delivering results within set timelines.	A/I
Ability to negotiate effectively, managing differing needs while upholding organisational priorities.	A/I
Experience working with internal teams across various functions, ensuring collaboration and alignment.	A/I
Experience or knowledge of dementia services and associated health and social care provisions.	A/I
Familiarity with governance and compliance processes within health and social care settings.	A/I
Understanding of the concept and practice of systems leadership, with experience of working across organisational and geographic boundaries.	A/I
Proven leadership and people management skills, able to develop a high performing team.	A/I
Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	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	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
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This post will 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). If you require further information regarding Criminal Records Check, then please contact: [\*\*careers@alzheimers.org.uk\*\*](mailto:careers@alzheimers.org.uk)

*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