

Associate Director of Strategy and Impact

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.

Associate Director of Strategy & Impact

Position in the organisation

Reports to the Chief Operating Officer (COO).

Line Manages Head of Project Management, Head of Evaluation & Impact.

Member of our Senior Leadership team.

Part of our Chief Operating Officer's 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.

Working directly to and with the COO, the Associate Director of Strategy and Impact co-ordinates all aspects of the Alzheimer's Society's Corporate Strategy process and advises the CEO and Executive Leadership Team on all areas of strategy. The post holder is responsible for leading on data, evidence, and impact requirements to ensure there is an evidence-based and approved Corporate Strategy that demonstrates measurable and sustainable outcomes.

The post holder is further responsible for establishing and leading a high-quality Project Management Office (PMO) to ensure effective delivery of key strategic projects, and for embedding project and programme management capability across the organisation.

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

- Lead the co-ordination, evolution and delivery of a fully consulted and evidence-based Corporate Strategy, ensuring it remains relevant, ambitious and achievable.
- Lead on the development and implementation of the organisations Goals and Impact measures to drive the Strategic Plan and progress.
- Define and oversee an organisational impact framework, embedding evaluation and outcome measurement across programmes and projects to demonstrate the difference we make.
- Ensure each Directorate has a clear strategic plan with defined measures of progress and impact.
- Provide strategic insight and foresight through horizon scanning, trend analysis and data, ensuring the Society anticipates challenges and opportunities.
- Lead a Project Management Office (PMO) to deliver key strategic projects, embed standard methodologies and practices, build project management capability and continuously improve PMO functions.
- Establish portfolio management governance, ensuring prioritisation of projects and resources maximises strategic value and organisational impact.

- Develop and implement the Effective Organisation portfolio governance group including ToR and agenda planning to encompass transformation work and continuous improvement.
- Produce high-quality reporting to ELT, Board and Committees on strategic progress, performance, risks and impact outcomes.
- Champion a culture of accountability and delivery, ensuring all directorates understand and own their contribution to strategic impact.
- Drive organisational learning by capturing lessons learned from projects, programmes and evaluations, embedding insights into future planning cycles.
- Build analytical impact measurement skills across the organisation, fostering capability, confidence and consistency.

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)
Extensive project and programme management experience, including responsibility for planning and delivery of major, complex, multi-disciplinary projects and programmes (budget in excess of £1m).	A & I
Proven track record in communicating complex information succinctly and targeted to a range of different audiences.	A & I
Evidence of building and maintaining strong relationships with a wide range of stakeholders.	A & I
Proven track record in project management skills – delivering complex, multi-stakeholder, high-risk projects and successfully delegating responsibility to a team.	A & I
Excellent analytical skills, with a proven track record of working with data and evidence to drive decision making.	A & I
Comfort with taking personal accountability for own actions and that of a team, including challenging poor behaviour and role modelling positive leadership.	I
Ability to think strategically and corporately, projecting thinking and actions to future consequences.	I
Ability to hold ambiguity and continue to deliver and lead a team successfully.	I
Ability to build and maintain senior level networks.	A & I
Able to process complex information quickly and ‘replay’ it appropriately and succinctly.	I
Focussed approach to solution finding under pressure.	I
Highly organised with an ability to plan, prioritise and deliver in tight timescales.	A & I
Ability to show empathy to others, listen and reflect, with confidence to give and receive feedback well.	I

Competencies & personal attributes	Application (A) or interview (I)
Be an effective corporate leader who makes timely decisions, drives change through influence, and mobilises others to achieve organisational objectives.	I
Be focused on building and developing high-performing teams, fostering a culture of high support, high performance as well as accountability, and continuous improvement.	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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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 & Dependents

- 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