

Innovation Assistant 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.

Innovation Assistant

Position in the organisation

Reports to one Senior Innovator

Member of our Innovation team within the Research and Innovation department

Part of our Research and Influencing Directorate

Purpose of this role

Dementia is Britain's biggest killer. Almost one million people are living with dementia right now in the UK. By 2040 that figure is expected to rise to 1.4m. At Alzheimer's Society, we are committed to ending the devastation caused by dementia. This cannot be achieved without innovation.

Innovation is the catalyst that takes discoveries and breakthroughs out of the lab into real-world impact. At Alzheimer's Society, we identify, support and invest in innovations to transform the lives of people affected by dementia and the systems that support them – across prevention, diagnostics and detection, access to treatment and preventing crisis through care. We seek out and bring the best innovators and entrepreneurs into dementia, working together with experts, system leaders, and people affected by dementia.

Our Innovation Programme supports individuals and businesses throughout their innovation journey - from the earliest stage dementia product ideas through to market and implementation. To date, we have supported over 60 products and innovations through our Innovation Programme which are providing help right now and hope for the future. These have reached more than 1.5 million people and have enabled our portfolio partners to generate more than £13.5 million in follow-on funding.

Through harnessing ground-breaking new technology and tackling the big underlying system challenges of diagnosis and access to treatments, innovation provides hope for the future.

We're looking for a motivated and purpose-driven individual who is excited by the power of innovation to change lives. As Innovation Assistant, you'll play a vital supporting role in delivering Alzheimer's Society's Innovation Strategy to transform the lives of people affected by dementia.

The Innovation Assistant will support the Innovation team across the planning and delivery of the wider innovation programme and portfolio, providing coordination, administration and practical support. The role acts as a central point of coordination for key stakeholders, helping to ensure smooth participation in programme activity, events, and wider opportunities. This includes hands-on support for workshops, showcases and conferences, maintaining accurate records and systems, supporting financial processes, and preparing high-quality materials and reports. Working collaboratively across the team and wider department and directorate, the role also contributes to effective communication, strong stakeholder relationships, and continuous improvement of innovation programme delivery. 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.

Dementia devastates lives, innovation transforms them.

Key accountabilities and responsibilities

- Act as a key point of contact across key stakeholders and the wider innovation community to ensure timely responses, attendance at events, and smooth participation in programme activity.
- Provide hands-on support for programme and portfolio events, workshops and meetings as appropriate, including our presence at conferences. This includes logistics, preparation of materials, and on-the-day coordination.
- Provide high-quality administrative support to the Innovation team, including inbox management, meeting coordination, agenda setting, and action tracking.
- Maintain organised and accessible filing systems, databases, and internal documentation. This includes developing and maintaining a well-managed relationship management and stakeholder system to maintain accurate records of interactions.
- Support the preparation and formatting of materials, including presentations and reports, and to a high standard.
- Support financial processes including budget tracking, processing invoices, and maintaining accurate records.
- Support members of the Innovation team where required across the end-to-end planning and delivery of the programme and the wider portfolio.
- Work collaboratively with colleagues across Innovation, Research, and wider teams to support joined-up delivery.
- Contribute to a culture of continuous improvement by identifying opportunities to streamline processes and improve programme delivery.

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.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Experience of working in the innovation, science, health or policy sectors or with relevant understanding	A/I
Ability to present complex information in accessible and understandable ways	A/I
Excellent oral and written communication skills	A/I

Able to work across teams to deliver complex projects	A/I
Strong IT skills	A/I
Able to create and manage database information for different purposes	A/I
Proven experience in organising internal and external engagement events	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and know 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, 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

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**

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: **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