

Future Talent & Planning Specialist

Job description

It will take a society to beat dementia. Alzheimer's Society.



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.

Future Talent & Planning Specialist

Position in the organisation

Reports to the Talent & Leadership Manager

Member of our Talent & Development Team

Part of our People 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.

The Future Talent & Planning Specialist will play a key role in strengthening the Society's long-term workforce capability by developing strategic future talent pipelines that help meet current and emerging organisational priorities.

Working across directorates, the post holder will translate workforce insight, capability requirements and external labour market trends into practical build plans, targeted development pathways and inclusive routes into the organisation. This will include future talent interventions that build skills from within and support the Society to become more proactive in how it identifies, develops and retains talent.

The role will focus on building sustainable capability pipelines, creating clearer routes for progression, internal mobility and career development, while ensuring talent approaches are inclusive, accessible and aligned to the Society's Equality, Diversity, Inclusion and Belonging ambitions.

The Future Talent & Planning Specialist will act as a trusted expert, using data, evidence and insight to shape recommendations, influence decisions and measure the long-term impact of future talent activity on capability, diversity, retention, progression and workforce sustainability.

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 development and continuous improvement of a strategic future talent approach that supports the Society's workforce plans, organisational priorities and future capability requirements.
- Translate workforce planning insight into practical build plans, helping directorates identify where capability can be grown internally through targeted pathways, programmes and progression routes.
- Design and coordinate future talent initiatives including internships, work experience, employability programmes, career pathways and targeted development interventions that strengthen long term workforce sustainability.

- Use workforce data, talent insight, external labour market intelligence and emerging skills trends to identify capability gaps, future risks and opportunities for proactive talent development.
- Build inclusive and diverse talent pipelines that improve access to careers within the Society and support social mobility, representation and belonging.
- Develop strategic partnerships with education providers, employability organisations, community groups and sector partners to create meaningful routes into work and strengthen the Society's external reach.
- Work with leaders, managers and People colleagues to identify critical capability needs, talent risks and opportunities to build skills.
- Develop tools, resources and guidance that help colleagues understand career pathways, progression opportunities and development routes across the Society.
- Evaluate future talent activity using meaningful measures such as participation, inclusion, retention, progression, internal mobility, skills growth and stakeholder feedback.
- Identify and address barriers to entry, development and progression, working with stakeholders to improve accessibility, fairness and inclusion across future talent activity.
- Champion future talent as a strategic workforce solution, influencing stakeholders to see it as a long-term capability-building approach rather than a short-term recruitment activity.
- Work closely with key stakeholders to ensure future talent pathways are connected, accessible and aligned to organisational development priorities.

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)
Experience developing strategic future talent, employability, early careers or workforce planning initiatives that build organisational capability.	A/I
Experience building inclusive, sustainable talent pipelines that support future skills, social mobility and internal progression.	A/I
Strong understanding of strategic workforce planning, organisational capability development and build, buy, borrow approaches to talent.	A/I
Experience designing and delivering future talent programmes.	A/I
Experience using workforce data to identify trends and inform decisions.	A/I
Knowledge of inclusive attraction, progression, social mobility, employability and accessible routes into work.	A/I
Experience influencing stakeholders, shaping recommendations and supporting organisational planning activity through evidence-led insight.	A/I
Ability to analyse information and translate findings into practical recommendations.	A/I
Experience developing frameworks, resources and toolkits that enable consistent, scalable organisational practice.	A/I
Understanding of future workforce trends, emerging skills, AI-enabled change and labour market developments.	A/I
Experience using technology, data and AI-enabled solutions to improve services and outcomes.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Able to work collaboratively across teams, building trusted relationships and bringing people together around shared workforce and talent priorities.	A/I
Strategic, proactive and motivated, with the confidence to shape new approaches and move work forward in ambiguous or evolving contexts.	A/I
Strong planning, prioritisation and project management capability, with the ability to balance delivery with longer-term strategic outcomes.	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
Passionate about creating opportunities and developing talent	A/I
Analytical and insight driven, able to interpret information, identify patterns and turn evidence into clear recommendations.	A/I
Strong planning and project management capability	A/I
Proactive, adaptable and solutions focused	A/I

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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 contributions 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 coooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- 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