

Talent & Leadership 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.

Talent & Leadership 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 Talent & Leadership Specialist will act as a subject matter expert in leadership, talent and management development, shaping and delivering Alzheimer's Society's approach to leadership capability, talent progression, coaching and mentoring. Working closely with leaders, colleagues across the People Directorate and external partners, the post holder will advise, influence, design, deliver and evaluate specialist interventions that build individual, team and organisational leadership capability in support of our Help and Hope strategy.

The role will be responsible for owning and continuously developing an integrated leadership and talent development offer for colleagues from aspiring leaders through to senior leaders, with a particular focus on team managers and above. The post holder will translate organisational priorities, workforce insight, stakeholder feedback and external evidence into inclusive, practical and measurable development solutions that support leadership readiness, internal mobility and future capability needs.

The Talent & Leadership Specialist will combine specialist expertise in leadership, talent and management development with strong facilitation, stakeholder influence, diagnostic and programme management skills. They will use data, evaluation and insight to identify priorities, recommend targeted interventions and enhance learning experiences through technology, automation, AI-enabled tools and innovative development approaches.

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

- Provide specialist leadership for the design, delivery and evaluation of leadership and talent development programmes, ensuring they align with organisational priorities and future capability needs.
- Design engaging and impactful development solutions using a blend of workshops, facilitated learning, coaching, action learning, digital learning, peer to peer learning and self-directed development.

- Facilitate leadership development sessions, workshops and events, creating high-quality learning experiences that drive engagement and behaviour change.
- Advise and influence leaders and stakeholders across the Society to diagnose leadership and talent capability gaps and design targeted, evidence-based development interventions.
- Develop specialist leadership and talent frameworks, pathways, resources, toolkits and guidance materials that support consistent, high-quality development across the organisation.
- Work closely with the Talent & Leadership Manager to design and develop talent interventions for team managers and above, including approaches that strengthen succession, progression and readiness for future leadership roles.
- Create targeted development experiences for managers and leaders, including coaching, mentoring, career development, leadership readiness and other interventions that support internal mobility and progression.
- Own and evolve the Society's coaching and mentoring approach, ensuring it supports leadership capability, talent development and organisational priorities.
- Stay informed of external leadership trends, evidence and best practice, adapting approaches to ensure the Society's leadership offer remains contemporary and impactful.
- Champion equality, diversity, inclusion and belonging in the design and delivery of leadership development activity, ensuring opportunities are accessible and inclusive.
- Use technology, digital learning solutions and AI-enabled tools to enhance talent and leadership development experiences and improve efficiency.
- Provide specialist input into cross-organisational talent, leadership and organisational capability projects, ensuring approaches are coherent, evidence-based and aligned to strategic 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)
Significant specialist experience designing, delivering and evaluating leadership, management and talent development programmes that deliver measurable organisational impact.	A/I
Specialist knowledge of leadership, management and talent development approaches, with the ability to translate theory, evidence and organisational insight into practical interventions.	A/I
Experience facilitating leadership development sessions, workshops and learning interventions for managers, senior managers and leaders.	A/I
Experience developing leadership or talent frameworks, pathways, toolkits or capability-building approaches across multiple leadership levels, including coaching, mentoring, action learning and digital learning.	A/I
Strong stakeholder management skills with the ability to influence at all levels of the organisation.	A/I
Ability to diagnose organisational and leadership development needs using data, stakeholder insight and evaluation evidence, and to use this insight to shape decisions and programme design.	A/I
Excellent written communication skills, including the development of learning materials, reports and resources.	A/I
Experience using digital technologies, learning platforms and AI tools (Co-pilot preferred) to enhance learning experiences.	A/I
Experience designing or managing coaching and mentoring approaches that support leadership capability, talent development and progression for managers and leaders.	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, incredibly motivated and solutions focussed.	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
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 and solutions focussed.	A/I
Excellent organisational, planning and prioritisation skills with ability to achieve outcomes to defined standards	A/I
Non-judgemental, influential communicator, role models our values	A/I
Commercially focused with confidence to use data and insight to inform decisions.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society, along with a commitment and understanding of equal opportunities	A/I
Demonstrate agility and flexibility across the Talent & Development team, with a willingness to respond to business needs	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**](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**

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