

Policy and Brain Health Coalition Manager

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.

Policy and Brain Health Coalition Manager (Fixed Term – 12 months)

Position in the organisation

Reports to the Head of Policy.

Line manages one Policy Officer.

Member of our Policy and Influencing Team.

Part of our Research and Influencing Directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists 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.

This role is key to Alzheimer's Society's ambitions to drive major system and policy change across England, Northern Ireland and Wales at an exciting time in dementia policy. The Policy and Brain Health Coalition Manager will lead evidence-based, collaborative, engaging and innovative policy development, working with evidence, insight and lived experience to build strong cases for change and influence national and local policy and practice. A significant priority for the role will be leading Alzheimer's Society's engagement with, and support for, the UK Brain Health Coalition. This will involve ensuring the coalition is a strong voice for policy and system change, and will include facilitating the effective operation of the coalition, coordinating programmes of work and developing high-quality outputs and reports.

The Policy and Brain Health Coalition Manager will be an inspiring leader and part of the policy leadership team. They will be naturally collaborative, curious and challenging of the status quo. They will be an expert policy advisor to colleagues across the Society, including those at senior levels. The postholder will drive work around identifying the policy action needed to affect change in dementia at national and local levels across Northern Ireland, England and Wales, and ensure the UK Brain Health Coalition is an authoritative and influential voice for policy and system change. The role involves planning, budgeting, monitoring progress and performance, and working with others to gather evidence, insight and data to underpin our policy development. Key to the success of this role is engaging others in the policy development process, sharing analysis, opinion and insight to inspire high quality, dynamic policymaking.

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

Build strong cases for change to drive major national and local policy change in dementia across all three nations through the following:

- Develop high-quality policy products to establish Alzheimer's Society as a bold, brave system leader and create, assess and prioritise policy positions using innovation, collaboration, evidence and engagement.
- Drive engagement, awareness and involvement in our policy work through effective communication across the Society and beyond to ensure maximum impact.

- Line manage and develop a high performing Policy Officer, in line with our culture, values and expectations.
- Be responsible for planning, budgeting, reporting, evaluating impact and managing risk across all aspects of our policy work.
- Embed everything you do in a systems leadership approach, working across organisational and geographical boundaries to achieve objectives.
- Build consistency and understanding around our policymaking and engagement across all three nations by developing a shared and equally relevant set of influencing priorities alongside other senior colleagues within the Policy and Influencing team.
- Build impactful, sustainable relationships with senior external stakeholders such as partners in NHS systems, Government, think tanks and other charities, to further our strategic objectives.
- Monitor and analyse the external environment, spotting and reporting trends, opportunities and risks, and advising colleagues of implications and appropriate response.
- Scope, commission and deploy new insight and research to support our policymaking and influencing.
- Ensure the experience and insight of people affected by dementia informs all aspects of our policy work to a sector-leading standard.

Lead Alzheimer's Society's engagement with, and support for, the UK Brain Health Coalition, to ensure the coalition is an authoritative and influential voice for policy and system change, through the following:

- Provide coordination and programme management support for the Brain Health Coalition, including governance arrangements, meetings, workplans and stakeholder communications.
- Build and maintain strong relationships with coalition members, fostering collaboration, shared ownership and collective action.
- Work with coalition members, partners and other dementia charities to identify priorities, facilitate consensus and support delivery of agreed objectives.
- Develop and coordinate high-quality coalition outputs that may include reports, briefings, and position statements, ensuring these are evidence-based, influential and aligned with opportunities to shape national and local policy and practice.
- Identify opportunities to expand the coalition's reach, influence and effectiveness.

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)
In-depth understanding of the health and care policy environment, including NHS, health systems and clinical pathways.	A/I
Significant experience of achieving policy impact in a health and care context, including developing evidence-based policy reports, briefings, consultation responses and other influencing products.	A/I
Good written and verbal communication skills, including the ability to develop clear and persuasive cases for change.	A/I
Good analytical and presentational skills.	A/I
Able to translate complex clinical, research or policy information into accessible and insightful policy writing.	A/I
Worked across multiple UK nations in a complex policy environment.	A/I
Experience of influencing senior stakeholders in a health, care, research, policy, professional membership or charity environment and building consensus around complex issues.	A/I
Proven experience of building and managing effective relationships with a wide range of stakeholders including healthcare professionals and clinical leaders to achieve policy and influencing objectives.	A/I
Experience of working across organisational boundaries to deliver shared objectives.	A/I
Experience of involving patients, service-users and/or those living with long-term health conditions in your work.	A/I

Competencies and personal attributes	Application (A) or interview (I)
Comfortable with leading change and working with ambiguity.	A/I
Leadership experience, including experience in managing and developing people.	A/I
Deeply committed to personal and team development, ambitious for themselves and others.	A/I
Proactive and self-starting.	A/I
Celebrates progress and impact, not activity.	A/I
Independently minded and a critical thinker.	A/I
Able to work effectively in a fast-paced and complex environment.	A/I
Commitment to inclusion, equality, dignity and respect, with an understanding of how this applies to people processes and decision-making.	A/I

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