

Senior Research Communications Officer

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.

Senior Research Communications Officer

Position in the organisation

Reports to the Research Communications Manager.
Part of our Research and Influencing 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.

As part of our Help & Hope strategy, we need to make dementia a priority. Dementia is the defining health and social care challenge of our time. Yet awareness and understanding remain far too low. This is one of the biggest barriers to early action, diagnosis, and accessing support. That's why we've chosen to launch a partnership with Mail Metro Media to amplify our messages for people affected by dementia.

Research is at the core of our ambitious plans as an organisation, integral to key strategic aims such as driving forward our influencing and fundraising work. This role will lead on the coordination and planning of research-related content that we can amplify through our Mail Metro Media partnership – both editorial and social media content, as well as wider proactive research media content across other outlets.

We support over 100 active research grants worth over £50million with large-scale research programmes changing the landscape of dementia research across the UK. Using their understanding of biomedical research and their excellent communication skills, the post holder will be required to convey complex research content both from our own research portfolio and from the wider research field through our Mail Metro partnership and wider media outlets as well as social media channels, to a range of audiences in a clear and engaging manner.

The post holder will assist with the Society's reactive research media work by developing press statements for national circulation. With appropriate training, the post holder will be required to act as a research spokesperson for the Society in print and broadcast media channels.

The post holder will be expected to proactively get to know our portfolio of research and stay close to news from the wider research field to amplify across our communications channels.

The role is also required to support our wider research communications working, including communications to our funded researchers and the wider dementia research community, the general public, internal teams and others. 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

- Deliver a strategic integrated communications plan to support research content showcased through the Mail Metro Media partnership.
- Responsible for the coordination and planning of research content to support the Mail Metro partnership alongside the national media and social media teams.

- Act as the point of contact for the research communications team for enquiries relating to the partnership.
- Generate creative research content to support the Mail Metro partnership and our wider proactive media opportunities.
- Responsible for preparing media comments and responses, with sign-off for regional media stories.
- Expected to operate with a high level of independence within agreed parameters and limits of authority.
- Expected to liaise with funded researchers and members of the scientific and health professional communities.
- Expected to liaise and maintain relationships with a range of internal and external stakeholders.

Other tasks in support of the wider work of the research communications team including:

- Assist the media team in researching and creating press statements for circulation to the national media.
- Assist the media team to produce briefings for journalists or media spokespeople dealing with medical or research content.
- Assist the social media team to develop research-focused content for Alzheimer's Society's social media channels.
- Act as a Society research spokesperson in print and broadcast media including opportunities for high profile publicity.
- Proactively identify opportunities to publicise the research programme and work with the press team to capitalise on them.
- Produce and maintain research lay summaries and marketing content about the research programme for use by internal teams.
- Produce and maintain research content on the Alzheimer's Society website, intranet and social media channels.
- Provide rapid, accurate responses to research enquiries from staff volunteers and members of the public, including the development of standard responses to frequently asked questions.
- Contribute to the planning and delivery of the Alzheimer's Society Annual Conference and other research events where appropriate.
- Attend external research events including conferences.
- Work as a full member of the research department and provide cover for other members of staff during leave and absence.
- To undertake any other duties or projects commensurate with the nature and grade of this post as required.

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.

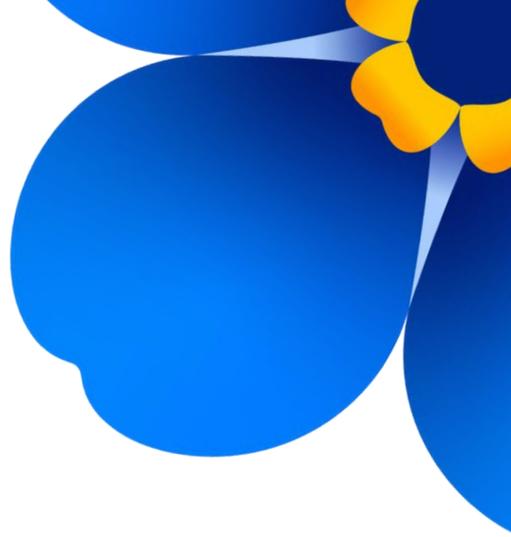
Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Significant experience in a similar communications role.	A/I
A background in or a good understanding of biomedical research, science or research communications.	A/I
A clear understanding of national media and its requirements.	A/I
Experience of managing complex communications campaigns across a diverse organisation and/or with multiple stakeholders.	A/I
Experience of writing about scientific content for a non-scientific audience.	A/I
The ability to act as a spokesperson for broadcast media channels.	A/I
Knowledge of dementia and the related science.	A/I
Good editorial judgement and a high level of attention to detail and accuracy.	A/I
Able to communicate, particularly in writing, compellingly, persuasively and credibly with a range of audiences.	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 with a determination to make a difference.	A/I
Effective organisational and timekeeping skills.	A/I
Good 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

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)

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