Alzheimer’s Research UK – Trustee Role – Role Description

Our vision is a world where people are free from the fear, harm & heartbreak of dementia.

The role of a Trustee

As a non-executive member of the Board, you will share the collective responsibility for the effective governance and development of Alzheimer’s Research UK (ARUK), setting its strategic direction and major policies with the Chief Executive and senior staff in accordance with the Charity’s objects, vision, mission and values.

Trustees of ARUK are expected to enter into a positive and proactive relationship with the Charity and its staff, as well as providing oversight and guidance for its future strategy and fulfilling the necessary statutory governance obligations.

Trustees are ambassadors for the charity and will fully embody our values, to be change-making, pioneering, relentless and agile.

The term

Trustees are appointed for an initial term of one year. Thereafter, Trustees may be elected by the Trustees for up to three subsequent terms of up to three years, provided that no person may serve as a Trustee for more than ten years. Trustees may require a Trustee to retire at any time by unanimous agreement (save for up to two dissenters).

Specific and statutory duties

Leadership and strategic direction. Trustees commit to:

- Ensuring that the Charity’s strategic direction, policies, control systems and objectives are clear and regularly reviewed.
- To have good communications with the Chief Executive and senior staff.
- Debating and approving the Charity’s annual plan and budget, ensuring these are financially sound.
- Considering the organisation as a whole, and its remit and beneficiaries, in all discussion of strategic direction, planning and activity.
- Bringing fresh thinking and new ideas to Board discussion, enhancing the Charity’s fundraising effectiveness and influencing, and the performance of its charitable remit.

Ensuring best practice. Trustees commit to:

- Fulfill the Trustees’ legal and financial responsibilities as outlined in Charity Commission guidance for Trustees.
- Maintain partnership and good relations with the Chief Executive, senior managerial staff and the wider staff team.
- Contribute specific knowledge, skills, experience, interests and contacts to maximise the Charity’s ability to raise income and to influence and fulfil its remit as quickly as practicable.
- Advise and support the Charity's aim to be efficient.
- Be an active member of the Board and any of its Subcommittees and Working Groups.
- Participate fully in education and training provided for the benefit of Trustees.
- To fulfill other duties and assignments as may be requested from time to time by the Board.

**Trustees can help ARUK by:**

- Being a strong Ambassador for the charity, promoting ARUK’s vision to defeat dementia at relevant opportunities.
- Provide introductions to key contacts who might be interested in the work of ARUK, or who ARUK would benefit from working with.
- Supporting ARUK’s fundraising activity, working with supporters, major donors and Trusts as appropriate.
- Work closely with other Trustees to build a strong effective Board.
- Strategic advice.
- Input on governance, processes and effective running of the charity.

**ARUK stewardship**

ARUK is committed to providing our Trustees with the highest level of support and training to ensure they are able to carry out their role effectively and represent the charity.

We commit to:

- Provide a high level of governance support to ensure Trustees are fully equipped to carry out their duties at Trustee meetings, Sub-Committees and other formal meetings where they represent the charity.
- Provide Trustees with access to the latest information about our work and dementia research so they are well informed to act as Ambassadors.
- Equip Trustees with the necessary materials, information and resources for all activities they will undertake on our behalf, and appoint appropriate assistance from within Alzheimer’s Research UK to maximise support.
- Provide Trustees with opportunities to meet with key staff and scientists, which may include visits to ARUK funded labs or our Cambridge head office.
- Induction and training programme.
Who We Are

Be part of a movement with the power to defeat dementia. Alzheimer’s Research UK is the UK’s leading dementia research charity. We fund innovative research with the power to transform lives, campaign for government action, and help people to understand dementia and the progress we’re making with research.

Our people are vital to our mission. Our pioneering spirit is reflected in the energy and drive of our staff – all of whom play a key role in helping realise our vision of a world where people are free from the fear, harm and heartbreak of dementia.

Working for Alzheimer’s Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond, with a Research Network of over 1,000 scientists, and key research initiatives aimed at delivering new treatments, preventions and improved diagnosis
- Providing trusted information about dementia to people affected and their families, helping improve understanding around the condition and the potential for research to defeat it
- Campaigning to keep dementia research on the political agenda, working to ensure government funding for research is a priority and that the environment is right for biomedical research into dementia to succeed
- Building a social movement behind our cause, connecting with thousands of people who are helping to power the fightback against dementia.

We are a non-branched charity at an exciting stage of expansion and development. Our friendly, busy and dynamic office is based in Granta Park, Great Abington, Cambridge.
Useful Information

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. ARUK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. ARUK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. All CVs received prior to the closing date of the role will be considered assuming that they are accompanied with a covering letter. Please note that CVs will be kept by Alzheimer’s Research UK in line with the Data Protection Act 1998. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities.

Shortlisting

ARUK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

Employment Checks

All offers of employment are made subject to the following criteria: proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and two references satisfactory to ARUK and, if required, a Satisfactory Criminal Records Bureau Check.