Vacancy Information Pack
Help us make breakthroughs possible
Alzheimer’s Research UK is the UK’s leading dementia research charity dedicated to diagnosis, prevention, treatment and cure. Backed by our passionate scientists and supporters, we’re challenging the way people think about dementia, bringing together the people and organisations who can speed up progress, and investing in cutting-edge research. We believe that medical research can and will deliver life-changing preventions, treatments and one day, a cure for 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 2,000 scientists, and key research initiatives aimed at delivering new treatments, preventions and improved diagnosis.

• Providing 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 make breakthroughs in research possible.

• Providing operational support to enable the charitable objectives to be met.

Alzheimer’s Research UK is a fantastic place to work, we are committed to being an inclusive organisation where employees can make a full contribution and where we value a diverse range of views. Our pioneering spirit is reflected in the energy and drive of our employees.

I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from the fear, harm and heartbreak of dementia. Together, we will make life-changing breakthroughs possible.

Hilary Evans
Chief Executive
Videographer
Main Purpose of the Role

The Videographer will work with the Senior Videographer and Creative Studio Manager to help drive the continued growth of the charity’s communications, brand awareness and income via film content.

Sitting within the Creative team, the Videographer will play an important role in the creation of high-quality film and video assets for Alzheimer’s Research UK, supporting teams across the organisation. This role will have a particular focus on producing marketing content, events promotion and supporter stewardship and should have a good understanding of creating video for digital platforms.

This post plays a big part in meeting the increasing demand for engaging and bespoke film content. This is a highly creative role in a fast moving and busy team working across the entire organisation.

Key Responsibilities

- Work with colleagues across the organisation to deliver the production of high-quality film content for ARUK to use on a wide variety of platforms, by planning shoots, helping oversee the schedule, filming and editing content.
- Live the values of the Brand department through bold design work, collaborating widely and using expertise to drive innovative output.
- Help administer Alzheimer’s Research UK’s video database and management process, ensuring a wide range of footage is stored appropriately and available for use in video creation internally and externally.
- Be responsible for ensuring film equipment is safely stored, in working order and fit for purpose.
- Help colleagues across the organisation shape their video projects, inputting ideas and supporting their campaigns.
- Work with and guide external agencies where creative work is outsourced.
- Support teams in the permissions process for film projects, ensuring correct consent documentation is received and suitably stored.
- Ensure all output meets the high professional standards of ARUK and represents the values of the organisation to the fullest.
Key Responsibilities

Additional Responsibilities:

- Champion the principles equity, diversity and inclusion in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.
Person Specification

**Knowledge and Experience:**

**Essential:**
- Experience of working with video editing packages such as Adobe Premiere Pro.
- Good technical skills working with video equipment such as DSLR cameras, microphones and lighting.
- Experience of shooting in various locations, including outdoors and at events.

**Desirable:**
- Experience of delivering content with specific brand messages/styles.
- Experience of working in a charity/fundraising environment an advantage

**Skills and Personal Attributes:**

**Essential:**
- Excellent eye for effective and engaging video content.
- Excellent organisational skills; the ability to work to a brief and work across a large number of tasks to multiple deadlines.
- Ability to communicate effectively with colleagues, gathering requirements and facilitating feedback.
- Understanding of principles for creating video for web.
- A confident, friendly and approachable manner.
- Working with independence, intelligence, drive and initiative, as well as collaborating with others.
Working at ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises World Class’ levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**
Benefits

Alzheimer’s Research UK would not be able to achieve its vision or make breakthroughs possible without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.

**Holiday Entitlement**

Employees receive 25 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day’s leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.

**Healthcare**

Employees are offered Private Medical Insurance, a Health Cash Plan, Life Insurance and Income Protection. Our Employee Assistance Programme provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.

**Sick Pay**

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.

**Pension**

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.

**Cycle to Work Scheme**

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.

**Family Friendly Policies**

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.

**Learning & Development**

My Personal Growth programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.
Terms of Appointment

Contract Type: Permanent
Salary: Circa £28,000 per annum
Working Hours: 35 hours per week
Ways of working: As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

Our Office

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.
How to Apply

We value diversity and are committed to creating an inclusive culture where everyone is able to be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures. Should you need any adjustments to the recruitment process, at either the application or interview stage, please contact us at recruitment@alzheimersresearchuk.org

In order to be considered for this role, please create an online account using our Online Recruitment System which can be accessed through our Job Vacancies page.

Once you have created your online account, you will be able to apply for this role, and can attach your CV and covering letter to your application. You will also be able to track your application and view other vacancies that may be of interest. (We recommend that you use Google Chrome, Mozilla Firefox or Internet Explorer as your browser when applying online).

Your covering letter should detail the following:
• Why you are interested in applying for this role.
• How your skills/knowledge/experience meet the requirements of the person specification.

The closing date for applications is the 4th December 2022, with interviews likely to be held w/c 12th December 2022. We would encourage applicants to submit their application at the earliest opportunity as the closing date may be brought forward at any time. Should we wish to contact you to arrange an earlier interview this will be arranged based on the availability of the candidate and the panel. Please indicate in your cover letter if you are unable to attend on a certain date.

General Data Protection Regulations (GDPR)

CVs will be kept by Alzheimer’s Research UK in line with the General Data Protection Regulations. 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.