



**DementiaUK**

Helping families face dementia

# Dementia UK recruitment pack





# Welcome!

## Thank you for your interest in working at Dementia UK.



As Chief Executive and Chief Admiral Nurse, I am proud to lead a passionate, highly dedicated and friendly workforce who share a commitment to ensuring more people affected by dementia can access the life-changing support of an Admiral Nurse (a specialist dementia nurse).

Whether you're applying for a role in Fundraising, Clinical Services, Communications or one of our other teams, you'll have the opportunity to make a direct impact on people's lives.

Here at Dementia UK, there is one thing that motivates us all, and that is helping families face dementia. By joining our charity, you will become part of a diverse, passionate and welcoming team of people where you will be supported and encouraged to use and develop your skills.

This recruitment pack outlines what we do, what we will offer you and how you can take your next steps to become part of our team.

Our people are our greatest asset. It is only because of their dedication and commitment that we can offer a lifeline to families affected by all forms of dementia when they need it most.

Thank you for your interest in Dementia UK,

A handwritten signature in black ink, reading "Hilda".

**Dr Hilda Hayo**  
CEO and Chief Admiral Nurse  
Dementia UK

“Aside from the part I get to play in Dementia UK’s vision of providing specialist and compassionate dementia support for all families that need it, what I love most is genuinely the people I work with. From day one, I have always felt so valued for what I bring to the organisation and everyone’s contribution is recognised and appreciated.”

**Rachel, Business  
Development Team**



# We're Dementia UK: the specialist dementia nurse charity.

Dementia is a huge and growing health crisis. By 2025, it's predicted that over one million people in the UK will be living with the condition. Almost all of us will know someone with dementia – whether it's a family member or a friend.

That's why Dementia UK is here.

Our nurses, called Admiral Nurses, who we continually develop, provide life-changing support for families affected by all forms of dementia – including Alzheimer's disease.

They are here to help people when they need it most, with the time to listen and the knowledge to solve problems. For families affected by dementia, they can be a lifeline.

Admiral Nurses help people living with dementia stay independent for longer – and support the people caring for them, so that they have the strength to cope with the bad days, and the energy to enjoy the good days.

But right now, we cannot reach everyone who needs our help.

When you join Dementia UK, you'll be helping to grow the number of Admiral Nurses so they can support more families across the UK, from getting a diagnosis of dementia to end of life care.

With your help, no one will have to face dementia alone.

“Admiral Nurses support carers at a time when they feel that there is no light at the end of the tunnel. Through our expertise, understanding and knowledge of local services, we are there to help the person living with dementia to continue to live a fulfilling life in their own home. We are there to provide much-needed emotional support when families feel that they need to look at alternative care options. The role is rewarding beyond belief, offering families light at whatever stage of dementia they are going through.”

**Marie, Admiral Nurse**





# Dementia UK's values



## **We listen, learn and collaborate**

We are constantly learning how best to serve families facing dementia and working with those who share our vision and values. We listen to people with dementia and their families, and to clinicians and our colleagues, our supporters and fundraisers.



## **We act with integrity, transparency and accountability**

Every penny we spend comes directly from our supporters – and we are committed to full transparency regarding how we spend this money. Dementia UK's strategic direction is decided in consultation with the families we work with, people with dementia, our supporters, our nurses, our partner organisations and our staff.



## **We are empowering, supportive and respectful**

We champion the rights of families to understand what options they have regarding care, support and practical assistance. We empower families to know what they are entitled to and advocate for them so that they receive it.



## **We encourage creativity and innovation**

We are inspired by the creativity of our supporters, nurses and staff, and we are committed to encouraging that spirit throughout all of our work.

“Dementia UK is one of the most supportive organisations I have ever worked within. The charity is based on values of empowerment, respect, integrity and collaboration, and this is evidenced both in the support they provide to families affected by dementia and the way in which they support their staff. I have been given so many opportunities at Dementia UK and any idea I have had has always been received with open arms.”

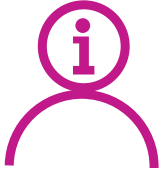
**Emily, Admiral Nurse**





# How to apply

There are two additional documents that accompany this recruitment pack – the job description and person specification, and the application questions.



## Job description and person specification

Please read the job description and person specification carefully as these outline the responsibilities and expectations of the role.

Consider how your skills, knowledge and experience match what we are looking for and think about specific examples that demonstrate your abilities to meet these.



## Application questions

For every role, there will be a specific set of application questions that you need to answer. These are a very important part of your application. We cannot make any assumptions about your knowledge, skills and experience so the information you provide is vital for us to decide whether to shortlist you for an interview.



## Next steps

When you have completed your application questions, please send them with your CV to [recruitment@dementiauk.org](mailto:recruitment@dementiauk.org)

If you are shortlisted for interview, we will ask you if you require any adjustments to make sure the interview process is accessible and inclusive.

Please note that all offers of employment require:

- references deemed satisfactory by Dementia UK
- proof of eligibility to work in the UK





# What Dementia UK can offer you

**At Dementia UK we value our people so it's important for us to create a working environment that supports everyone to achieve their full potential. We offer a wide range of benefits to support you in your work and help you maintain a healthy work-life balance.**



## Financial benefits

All staff are auto-enrolled into our pension scheme, with employer contributions of 8% regardless of whether you make contributions as well.

You can access an interest-free season ticket loan spreading the cost of travel via repayments deducted from your monthly salary.

We offer a Cycle to Work scheme, which allows staff to save money on the cost of a bike by spreading the cost and paying directly from your monthly salary.



## Working environment

Our office address is  
7<sup>th</sup> Floor  
One Aldgate  
London  
EC3N 1RE

It's a short walk from Aldgate, Liverpool Street, Bank and many other underground and mainline stations.

Most roles at Dementia UK are either hybrid working or fully remote.



## Professional development

Your professional development will be discussed with your line manager on a regular basis. Opportunities for learning and development are supported by internal workshops and training sessions; attendance at sector conferences; and external courses.



## Wellbeing and supporting you and your family

Full-time staff are entitled to 33 days paid annual leave plus bank holidays. Part-time staff are entitled to leave pro rata.

All staff are eligible for free eye tests and flu jabs; childcare vouchers scheme; and enhanced maternity, paternity and adoption pay.

You and your dependants (including your immediate family members and children aged 16-24 in full-time education living in the same household) can access our Employee Assistance Programme. This confidential support service offers expert advice and compassionate guidance 24/7, covering a wide range of issues including money management, legal queries, stress, domestic



matters, bereavement, emotional problems and more.

## Equality, diversity and inclusion (EDI)

As part of Dementia UK's strategy for 2020-2025, we are committed to equality, diversity and inclusion (EDI). In order to do this, it is paramount that we have a fair and transparent EDI strategy that recognises and promotes diversity across the charity and workforce.

Our ongoing EDI project will focus on identifying how diverse we really are and establishing what else we need to do so that we can continue to improve our approach to EDI, including:

- ensuring all our policies and ways of working are EDI compliant
- providing training and workshops to staff and volunteers
- ensuring our recruitment process is fair and inclusive
- creating a culture where EDI is an ongoing discussion



# We asked our staff, “What’s your favourite thing about working for Dementia UK?”

“The people! Everyone is incredibly knowledgeable, and I’m always blown away by the amount and quality of work they produce. My team is really supportive, welcoming and empowering, and I feel so lucky to be part of it.”

“My favourite part is hearing about supporters’ experiences with Admiral Nurses and how much the charity means to them – it definitely keeps me motivated to support them along their fundraising journey.”

“I have never felt so included and valued in any workplace as I do at Dementia UK. Everyone who works here is fun, fair and passionate about their work. In my team, we are open and honest about our workload and help each other where we can to ensure that our supporters always receive the best stewardship. I have always felt like my opinion is valued, by both my colleagues and managers.”

“Hearing stories of how people have been supported by the charity, and working with so many lovely and supportive people.”

“Knowing that we’re providing support to families who need us most. I know what that need feels like.”

“Speaking to our supporters and hearing their reasons why they decide to take on a challenge and fundraise for Dementia UK. The staff are also amazingly friendly, making me feel right at home.”





**Many thanks for your  
interest in working at  
Dementia UK.**



[dementiauk.org](https://dementiauk.org) • [recruitment@dementiauk.org](mailto:recruitment@dementiauk.org)

Dementia UK, 7<sup>th</sup> Floor, One Aldgate, London EC3N 1RE  
Dementia UK is a registered charity in England and Wales (1039404)  
and Scotland (SC047429).

