

JOB DESCRIPTION

Post: Head of Innovation, Research & Development

Remuneration: £43,000 to £45,000 p.a. (Pro-rata 0.8 FTE actual £34,400 to £36,000 p.a)

Contract: Permanent, subject to funding

Hours: 30 hours per week. Flexible days/hours, hybrid office/home working

Location: Dementia Adventure, Old Park Farm, Ford End, Essex, CM3 1LN

Responsible to: Chief Executive Officer

[Dementia Adventure](#) is a multi-award-winning national charity, established in 2009. We think differently about dementia. We look at what people can do, not what they can't. We believe that with the right support, everyone with dementia can get outdoors, experience the well-being benefits of nature and enjoy more active and fulfilled lives. We provide supported dementia holidays (Adventures), and dementia training for family and friends, professionals and organisations.

Our vision: A more active and fulfilled life for everyone living with dementia.

Our mission: Supporting people with dementia to get outdoors and experience the benefits of nature.

Values: Positivity, Care, Connection, Empowerment, Inclusivity.

Purpose of the role: To inspire and drive effective innovation, research and development that will translate into new evidence-led, sustainable dementia support services, programmes and partnerships of significant value and benefit, and reach new audiences regionally and nationally.

Leading a small team, you will be someone who: has strong dementia knowledge; is well connected with academia, charities and other players in this field; has drive and ambition with the ability to work at pace, engage and communicate well; who can create or recognise winning ideas and turn them into significant, scalable and fundable programmes which will enable large numbers of people living with dementia to benefit from more activity outdoors and with nature to improve their wellbeing.

Main Duties and Responsibilities:

Development of new programmes, services and partnerships

- Contribute to the development of the charity's Strategic Framework and delivery plans for the future growth and sustainability of Dementia Adventure
- Evaluate the long-term dementia eco-system to inform the charity and its partners through academic research, market/product innovation and development of partnerships and programmes in achieving the charity's strategic and corporate objectives
- Identify and drive the development of innovative new and fundable services to meet the needs of people living with dementia, which can be co-designed and delivered as national or scalable schemes, ensuring effective, robust and sustainable growth and impact in line with the charity's strategic goals
- Help identify funders for new programmes and services, and work with fundraising colleagues to secure the funds required

- Actively seek prospective new partner organisations and be a positive advocate for Dementia Adventure's existing and new services, communicating with a range of stakeholders on an ongoing basis
- Support research opportunities in line with Dementia Adventure's mission, contributing to funded evidence-based programmes and publications that raise the charity's profile
- Conduct needs assessments, and propose, design and cost up tailored training plans, consultancy and research-based projects with a variety of organisations to meet objectives for the team to deliver.

Stakeholder engagement and communication

- Cultivate and manage strong, excellent working relationships with partner organisations and other key stakeholders
- Lead, motivate and collaborate with academics, consultants and other external stakeholders in matters of research, innovation, consultancy and training programme development.
- Represent Dementia Adventure at relevant conferences, presenting the charity's research, evaluation and impact, raising awareness and seeking new business development and funding opportunities
- Inspire, communicate and grow in-house knowledge and talent in relation to securing new partnerships and services.

Budget and funding management

- Be responsible and accountable for creating projects that will meet an ambitious funding requirement as part of an annual income budget through grants and commissions
- Working with colleagues across the organisation, create compelling, creative and cost-effective bids and pitches to secure new funds.

Process and procedure management

- Update the Client Relationship Management (CRM) with contacts, information and impact figures that relate to planned and delivered work
- Develop practices and procedures in the department that enable efficient and effective external delivery, and helpful collaboration internally across the organisation.

Team leadership and management

- Be an inspiring, visible, supportive, inclusive leader and team player. Working across functional boundaries to foster the DA culture to enable the staff to thrive and develop into high-performing teams
- As a member of the Senior Leadership Team, work closely and in cooperation with colleagues in across all teams towards the charity's strategic goals and mission
- Support your team to build fundable knowledge-transfer partnerships and skill-sharing opportunities that will enable Dementia Adventure's mission to be further recognised and realised nationally

- Line manage, develop, motivate a research, consultancy and delivery team who report directly to this role in accordance with the staff structure

Overall

- Carry out the above and any other duties commensurate with the post, agreed with the CEO and Board of Trustees, in a manner which actively supports and promotes organisational aims and policies
- Work to the best of your ability and act in the best interest of Dementia Adventure at all times.

PERSON SPECIFICATION

The post holder should be able to demonstrate that they have **experiences** and **skills** in each of the following areas:

Experience

- Superb, experienced and inclusive senior leader with the ability to inspire, motivate and support multi-disciplinary staff teams and external partners
- Excellent understanding of dementia and experience of working in this field across a variety of sectors
- Extensive experience of identifying and analysing opportunities to co-design and deliver new services
- A successful track record of business and partnership development meeting budgetary and KPI targets
- Well versed and comfortable with writing bids and proposals
- An understanding of the academic world, specifically relating to the development of research, ideally health related but not necessarily medical
- Health and social care sector experience, helpful but not essential

Skills

- A visionary and motivational leader with excellent communication skills
- Ability to lead and motivate new innovation and development that translates into sustainable service delivery
- Ability to forge and sustain strong, positive and productive partnerships with commissioners, partner organisations, funders and other key stakeholders
- Excellent oral and written communication skills, with the ability to create presentations to a high standard
- Financially astute with strong budget management and project costing skills
- Proven programme management skills, organisational and time management skills to lead and co-ordinate multiple projects and strands of work simultaneously to deliver on time, quality and budget
- Excellent team player with superb team management skills
- High standard of IT competency and literacy, including good experience and understanding of CRM systems, Google and Microsoft.

Personal Attributes

- Passion and commitment to the aims and ethos of Dementia Adventure
- Awareness of and sensitivity to the needs and issues faced by people living with dementia and their carers, with the ability to advocate for their needs
- Enthusiastic about the benefits of the outdoors nature-based activities

Other

- A reliable car and clean (or near-clean) driving licence are essential

- Demonstrable commitment to the ethos of equality, diversity and inclusion.

Equality, Diversity and Inclusion: Dementia Adventure is committed to equality, diversity and inclusion, and is keen to ensure our team reflects the diversity of the UK. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Benefits Package: Statutory annual leave entitlement (25 days plus 8 bank holidays FTE pro rata), rising by one extra day per 12 months of employment up to a maximum of 30 days, pro rata. Flexible working arrangements, contributory work-based pension scheme. We also offer a wider range of other staff-related benefits.