



**Alzheimer's Disease  
International**

*The global voice on dementia*

## **Job information**

**Post title:** Policy and Communications Assistant

**Responsible to:** Policy and Communications Manager

This position is full-time, permanent, and based in the ADI office in London. Some international travel for several days at a time will be required. Remote or international applicants may be considered for this role depending on circumstances.

Salary £26,000-£29,000 p.a. (London based)

ADI offers flexible working, an 8% employer contribution to a contributory pension scheme, employer-sponsored pension guidance, and a cycle to work scheme.

## **About ADI**

ADI is the worldwide federation of Alzheimer associations which support people with dementia and their families. ADI was founded in 1984 and registered as a non-profit organisation in the USA. Based in London, ADI has been in official relations with the World Health Organization since 1996.

ADI's vision is risk reduction, timely diagnosis, care and inclusion today, and cure tomorrow. ADI works by empowering Alzheimer associations to promote and offer care and support for people with dementia and their family carers, while working globally to focus attention on dementia and campaign for policy change from governments. ADI produces global socioeconomic information on dementia and publishes the World Alzheimer Report as well as a host of other publications. ADI's current strategic plan can be found at [www.alzint.org/about-us/vision-strategy](http://www.alzint.org/about-us/vision-strategy)

ADI holds official status with the World Health Organization and routinely works with the OCED, UN, G7, G20 and other multilateral and regional bodies, plus directly with government ministries and key stakeholders

Each of our members is a non-profit Alzheimer association supporting people with dementia and their care partners. We can only achieve our aims if we work closely together with our members and other non-governmental organisations. More information can be found at [www.alzint.org/what-we-do](http://www.alzint.org/what-we-do)

## **Our values**

- **Respect:** treating all people affected by dementia with respect and ensuring their rights are protected.
- **Integrity:** transparency in our relationships with each other and our external stakeholders.
- **Inclusiveness:** reaching out and enabling all stakeholders to be represented and heard equally without prejudice or discrimination while celebrating and leveraging our diversity.
- **Accountability:** being transparent and accountable, as well as fiscally responsible and effectively governed, with a commitment to excellence in all our work.
- **Cooperation:** developing mutually beneficial working relationships and partnerships.

## **Job description**

### **Main purpose of the role**

- **Policy:** Assisting and strengthening ADI's policy & advocacy work, supporting campaigns and engagement with multilateral bodies, including the World Health Organization and United Nations, and supporting member associations in national level advocacy work with government and key stakeholders
- **Communications:** Supporting the delivery of ADI's communications, particularly where this intersects with policy.
- **Advocacy:** Supporting ADI's campaigning and advocacy work, including the annual World Alzheimer's Month campaign, as well as other ad-hoc initiatives.

### **Key tasks**

1. Work with the Policy & Communications Manager to deliver ADI's policy and advocacy output at multilateral, regional and national level
2. Support policy strategy including the writing of briefing and position papers, official statements at World Health Organization, United Nations etc.
3. Liaison with key organisations (World Health Organization, United Nations etc.) including setting up of meetings, agendas, report notes and managing action points.
4. Preparation of presentation slides and speeches, predominantly for CEO, Deputy CEO and key Board members.
5. Help build and maintain relationships with external stakeholders relevant to ADI's policy portfolio, deputising for the Policy & Communications Manager, Deputy CEO or CEO in meetings where relevant.
6. Assist ADI's communication with national Governments, multilateral bodies and civil society partners including the drafting of official letters and meeting preparation.
7. Assist in the development of press releases and other media engagement opportunities, working with the Policy & Communications Manager and ADI's media agencies.
8. Monitor and report on ADI's coverage in the media.
9. Work with ADI's Digital Lead to translate and align ADI's policy and advocacy work to its communication portfolio, through the development of blogs, emails, news items, social media posts or other relevant communication medium.
10. Support policy event participation and policy event logistics, including the managing and briefing of speakers, participants and volunteers. Plus representing and presenting on ADI's behalf.
11. Support ADI's campaigns, including ADI's annual World Alzheimer's Month campaign.
12. Generate content to support ADI's publications portfolio as required.
13. Any other reasonable task commensurate with this post as required by the Policy & Communications Manager, Deputy CEO or CEO.

## Person specification

### Skills knowledge and experience

#### Essential:

- Experience in policy and advocacy, including helping develop evidence-based policy positions and recommendations
- Experience in preparing for and supporting stakeholder meetings.
- Fluency in English with an ability to analyse and write clearly and concisely about complex issues and to varying audiences.
- Strong project management skills, and an organised approach to work, with a high level of accuracy and attention to detail.
- Experience in communications, including the development of content for diverse audiences on social media, webpages and blogs, newsletters and other forms of dissemination.
- Experience working with the media.
- Good working knowledge of Microsoft Windows, Outlook, Word, Excel and PowerPoint, ideally with proven experience of developing quality presentations for diverse audiences.
- Experience of building constructive relationships with stakeholders across multiple organisations.
- Ability to communicate clearly, sensitively, and persuasively.
- Ability to work on own initiative without supervision, manage a diverse workload, prioritise tasks and work under pressure to meet tight deadlines.
- Ability to work well within a team.
- Ability and willingness to travel independently for several days at a time including internationally.
- Empathy with ADI's aims and values.

#### Desirable:

- Experience working internationally with multilateral bodies
- A second major world language
- Experience of working with elderly or other community organisations
- Experience of working for a charity or NGO