

Performance Development Project Lead

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Performance Development Project Lead

Position in the organisation

Reports to the Strategic People Delivery Lead
Member of our People Partnering team.
Part of our People directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Performance Development Project Lead will project manage and drive the implementation of a robust and forward-thinking performance development framework for the organisation. Taking a lead in the detailed planning, execution and evaluation of performance development project, the role will provide the necessary support, challenge and guidance to achieve success with lasting impact.

They will work closely with cross-functional teams to introduce a new performance development framework that enables high performance, increased employee clarity, engagement and belonging. The framework will include a consistent approach across the organisation, empowering great conversations that are aligned with organisational strategy and our equity, diversity and inclusion (EDI) ambitions.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

Project Leadership:

- Lead the delivery of the performance development project, ensuring alignment with the agreed vision, maturity model, and strategic goals.
- Develop and execute the Project Initiation Document (PID), securing approval from the People Leadership Team (PLT) on budget, scope, and stakeholders.
- Establish and manage a cross-functional working group comprising People Operations, Organisational Development, EDI, and other directorates.
- Manage dependencies, risks, and milestones, ensuring timely and high-quality delivery.

Performance Framework Implementation:

- Embed clear performance expectations, agile goal-setting, and continuous feedback mechanisms that are simple, accessible, and employee-led.
- Pilot and refine feedback tools in collaboration with key stakeholders before a broader organisational rollout.
- Equip managers with tools, training and resources to integrate EDI and wellbeing objectives into performance conversations.

- Support the transition to a strengths-based and development-focused performance culture that promotes innovation and career progression.

Data and Insights:

- Implement data collection and analysis to measure performance trends and inform talent strategies.
- Provide insights to leadership teams on gaps, strengths, and areas for improvement to shape decision-making around talent allocation and succession planning.
- Assessing any system/platform adaptations available within the scoping stage to inform how the project develops.

Engagement and Change Management:

- Design and deliver a comprehensive communication and engagement plan to support cultural and behavioural shifts towards a "Great" maturity level.
- Foster collaboration across the organisation to ensure alignment with the Society's strategy and values.
- Role model a culture of continuous learning, improvement, and inclusion.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
CIPD qualification or equivalent experience in HR, organisational development, or a related field.	A/I
Proven experience in leading and delivering large-scale people projects that drive cultural change and strategic alignment.	A/I
Strong knowledge of performance development frameworks, EDI principles, and talent management best practices.	A/I
Exceptional project management skills, including planning, risk management, and stakeholder engagement.	A/I
Proven ability to collaborate across teams to influence delivery of strategic plans	A/I
Experience of using data to create insight that informs decision making	A/I

Competencies & personal attributes	Application (A) or interview (I)
Passionate about improving performance development and driving long-term cultural change.	E
Highly collaborative and capable of building trust-based relationships across all levels of the organisation.	E
Proactive, solution-focused, and able to manage competing priorities in a fast-paced environment.	E
Excellent organisational skills, able to manage multiple priorities	E
Confident communicator who is comfortable challenging the status quo	E
Committed to equity, diversity, and inclusion in all aspects of work.	E

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave