

Role Description and Person Specification

About INVOLVE

INVOLVE believes that the active involvement of the public throughout the process of planning, doing and communicating research means that new or improved treatments and care benefit the population (often more quickly, or in more appropriate ways), which improves the health and wellbeing of the population. At INVOLVE we influence and support the research community, their advisors and the public to make sure that opportunities for public involvement in research are wide, varied and appropriate.

The INVOLVE Vision:

A world of active public research partnerships leading to improvement of health and care for all.

The INVOLVE mission:

INVOLVE is the lead for advancement of public involvement in health and care research across NIHR and beyond. We achieve this by working with others to raise aspirations, drive up standards, provide guidance and facilitate partnerships.

INVOLVE has an active partnership with the Research Design Service (RDS) and two RDS Directors sit on the Executive Group. The Executive Group helps set the strategy for the delivery of INVOLVE's work plan.

More information about INVOLVE can be found on our [website](#)

Information about Advisory Group and Role Description

The Advisory Group guides and advises our employee team about goals for the Coordinating Centre, and the best ways to involve the public in its work. It challenges, advises and provides guidance on the strategic direction and work programme of INVOLVE with a focus on achieving optimum public involvement in and through its work. Members may also contribute to INVOLVE's work at a project level. The Advisory Group is non-executive and as such has no delegated authority.

INVOLVE currently has 14 advisory group members, plus a Chair with a mix of researchers, clinicians, academics, patients, carers and members of the public. We have places for 7 new public and non-public members to join this group. Members are recruited through an open recruitment process. Application for membership is open to everyone, subject to any potential conflicts of interest.

Through this recruitment we hope to bring in new backgrounds, skills and experiences, so that we can benefit from new perspectives in our work. Previous experience of being involved in research, public involvement or even being part of an advisory group or panel, is not therefore necessary for public members. Induction, a buddy system and ongoing support will be provided for all new members.

Applications are welcomed from members of the public, including patients and potential patients, carers, and people who use health and social care services. We value diversity and welcome applications from all sections of the community. We are particularly keen to hear from people who have knowledge and experience of social care and public health. We are also recruiting non-public members to the group and are especially eager to receive applications from service user researchers. More information about our current members can be found [here](#)

Through their direct experience and knowledge, our members help to identify issues that need to be addressed by INVOLVE and also to share new ideas on policy and practice of public involvement in research. By striving to maintain diversity in our membership, discussions reflect a wide range of perspectives. Members are recruited on the basis of their individual knowledge and experience, not as representatives of a particular group of people or community. However, we do expect members to have links with different groups or networks.

The role involves a commitment of approximately 8-24 days per year to the work of the Advisory Group (including travel). This includes two Advisory Group meetings per year, usually held in London on a working day. Other activities may include joining a project group, for example to develop web or social media resources, to plan the INVOLVE conference or to design guidance for researchers. All members have the opportunity to put forward for the different work activities on a fair and transparent basis.

You will be required to supply **two referees** who will be contacted **prior** to interview. These do not need to be your current or previous employer, unless you are applying as a non-public member.

Tenure

Advisory Group membership is initially for three years with the possibility of an extension for a further three years with the agreement INVOLVE Director and Advisory Group Chair.

Accountability

Members of the Advisory Group are accountable to the Chair and INVOLVE Director.

Expenses & support:

INVOLVE is able to offer a range of support mechanisms including:

- Involvement fees for public members for all pre-agreed activity. Please refer to our [payment policy](#) for more details. Information – and access to a helpline – about payments and welfare benefits can be provided on request.
- Reimbursement/pre-payment of transport to pre-agreed meetings or events, and other relevant and reasonable expenses in line with internal policies.
- Documents provided in advance of meetings including in different formats where necessary.
- Induction and mentoring support.

Appropriate and reasonable requests for other forms of support will also be considered on an individual basis.

INVOLVE Coordinating Centre

The Coordinating Centre is based in Southampton, Hampshire and is managed through the Faculty of Medicine at the University of Southampton. There are currently 9 members of staff, 3 of whom work part-time, to carry out and support the work of INVOLVE.

As well as supporting and taking forward the work programme of INVOLVE, the Coordinating Centre works to support and share learning on public involvement in research by:

- Encouraging and supporting public involvement within the Programmes and organisations of the National Institute for Health Research.
- Providing resources (e.g. publications, databases, web-based materials, guidance and advice on good practice) for researchers, research organisations and the public on how to involve the public in research.
- Publishing information to support members of the public who are thinking about getting involved in research.
- Managing the INVOLVE (www.involve.nihr.ac.uk) and People in Research (www.peopleinresearch.org) websites.
- Building knowledge and understanding of the impact of public involvement in research and facilitating invoNET, a network of people interested in this area.
- Sharing information on public involvement in research through website databases, publications and a quarterly newsletter.
- Speaking about public involvement in research with researchers, research organisations and members of the public.
- Organising a biennial conference on public involvement in research.
- Working with others within the research community to raise awareness of public involvement in research.

Person Specification

| | Essential | Desirable | Assessed by |
|---|-----------|-----------|---|
| Knowledge or experience of NHS, social care and/or public health services or research | ✓ | | Application form; interview |
| Links with a wider community such as patients, service users, researchers and other stakeholders | ✓ | | Application form; interview |
| An interest in global public involvement | | ✓ | Application form; interview |
| Experience of working with children and young people | | ✓ | Application form; interview |
| A commitment to diversity and inclusion | ✓ | | Application form; interview |
| Knowledge of INVOLVE and its work programme | | ✓ | Application form; interview |
| Ability to listen and express on views in a constructive manner regarding issues concerned with INVOLVE | ✓ | | Interview; references |
| Experience of sitting on committees and/or working groups | | ✓ | Application form; interview; reference |
| Capability to work as part of a group with people from different backgrounds | ✓ | | Application form; interview; references |
| Ability to bring perspectives beyond own personal experience | ✓ | | Application form; interview |
| Excellent written and verbal communication skills | | ✓ | Application form; interview |
| Self-motivated with a commitment to ongoing learning and development | ✓ | | Application form; interview; reference |
| Strong networking ability | | ✓ | Application form; interview |