

PATIENT SOUNDING BOARD FOR CANCER RESEARCH UK'S STRATEGY AND RESEARCH FUNDING DIRECTORATE

At Cancer Research UK we feel it's important that our work is influenced by people affected by cancer and the Sounding Board is one of the ways we work in partnership with this group to ensure that the experiences and needs of cancer patients feed into our research activities and strategies. Members of our Sounding Board advise staff on how best to involve cancer patients and their loved ones, and inform and influence our work at a variety of stages. If you have a keen interest in cancer research, and feel that you could be a champion for patient involvement, we would love for you to get involved.

BACKGROUND INFORMATION

The Strategy and Research Funding Patient Sounding Board

Cancer Research UK is expanding and improving the ways we involve people affected by cancer in our work. With this in mind we piloted a 'patient sounding board' for our Strategy and Research Funding directorate last year. The aim of this pilot was to give our Strategy and Research Funding teams an invaluable opportunity to gain patient insight and use this to shape their work to better meet the needs of people affected by cancer.

Over the last year the sounding board have made a huge difference, helping to ensure that the perspective of people affected by cancer truly shapes the work of our Strategy and Research Funding directorate and the work of CRUK more broadly. They have been consulted over 25 times in the last year, at meetings and via email, and projects have included:

- Informing our Animal Research Policy
- Shaping our engagement with patients who participate in clinical research
- Developing plans to involve people affected by cancer in the review of our Research Strategy
- Reviewing patient consent forms for a new tissue-banking initiative
- Inputting into the Francis Crick Institute's Public Engagement Strategy
- Co-developing patient involvement training for Early Clinical Researchers
- Helping teams across Strategy and Research Funding to develop patient involvement strategies and supporting them to embed meaningful patient involvement in their work

Based on the success of this pilot, we're now recruiting our next Strategy and Research Funding sounding board.

Strategy and Research Funding Directorate

Funding pioneering research is vital if we are to find cures to cancer and Cancer Research UK is the world's leading cancer charity dedicated to saving lives through research. Right now we're working hard to fulfil our ambition of seeing 3 in 4 people survive their cancer by 2034, and our Strategy and Research Funding directorate plays a key part in this aim.

The Strategy and Research Funding Directorate is made up of six departments, which are each made up of a number of smaller teams:



Their work covers a broad range of different areas including; engaging the public with research, sharing information about our work, funding and supporting researchers, identifying areas which need particular attention and evaluating our progress (to name but a few).

SOUNDING BOARD ROLE DESCRIPTION

As a sounding board member you will inform and influence our work at a variety of stages, from early project development through to testing how best to communicate the impact of our research. You'll be consulted on a broad range of projects, during a mix of face-to-face meetings and email consultations. This is a unique opportunity for you to use your insight and experience of cancer to make a real difference to our work.

Responsibilities

- **Attend an initial two-day induction and training session** in London. These days form part of the recruitment process, following which we will offer the role to the applicants who are most suitable. They are also an opportunity to find out more about the role before deciding whether you definitely want to commit.
- **Attend and contribute thoughtfully and constructively at group meetings** - we plan to have 6 mid-week meetings over the course of the year, which will each last around 5 hours. These meetings will be held in London.
- **Read any paperwork required before each meeting** - which may take up to 3 hours per meeting. You will receive a short pre-read at least 2 weeks before each meeting.
- **Provide feedback on consultations via email** - we expect email consultations to take approximately 4-6 hours per month, although the number and type of email consultations is likely to vary every month and there may be opportunities for this to increase.
- **Provide feedback on your role in a considered and constructive way** - this will include completing a short 'de-brief feedback' form after each meeting, as well as attending a 6-month review meeting.

The Sounding Board primarily support our Strategy and Research Funding teams (SRF), however, there may be occasions where you are consulted by teams from different directorates if we feel your consulting and involving you in a project will add value. For example over the past year Sounding Board members have also been consulted on our TV and radio advertising campaigns to ensure they are sensitive to the experiences of patients and their relatives.

In your role you may have some contact with research through developing patient and public involvement training and other activities for researchers. However, it is worth noting that Research Funding decisions are supported by Patient Representatives on our funding committees so, as a member of the Sounding Board, there will be little opportunity to influence this area of our work.

Note: Across the year we may contact you about wider involvement opportunities, which may be of interest based on your skills and expertise. This will depend upon organisational needs and some opportunities will have a selection process. Any opportunities offered would be entirely optional

Length of membership

This role will run for **one year** with the potential to extend for an additional year. If you are a current sounding board member, your term will be for one year.

Skills and attributes

- Experience of cancer, either personally or through the experience of a loved one.
- A keen interest in cancer research and an understanding of the research process.
- Objectivity, with the ability to represent the needs of a broad range of people affected by cancer.

- Knowledge and an interest in keeping up to date with current issues important to people affected by cancer.
- Confidence to voice your opinions clearly and participate in group discussion.
- The ability to and share your thoughts constructively and take a solutions-based approach to problems.
- Good communication skills with an ability to listen to and respect differing opinions and constructively express your own views.
- Ability to maintain confidentiality where required.
- An understanding and some experience of patient and public involvement.

Training and Support

We are committed to supporting and developing members of our Sounding Board to ensure that you feel confident and in role and you will receive:

- A two-day training and induction session. This will provide you with information about Cancer Research UK, our ambitions around involving people affected by cancer in our work, and detailed information about the 6 departments in Strategy and Research Funding that consult with the Sounding Board.
- An induction pack with key contact information, relevant documents and wider information about CRUK and where the sounding board fits in with our Strategy and Research Funding work.
- A key contact who will be in regular contact with you through email for information, advice and support.
- All meeting materials at least two weeks before the meeting.
- We are able to fund a small number of Sounding Board members to attend the NCRI conference in November 2016. All Sounding Board members will be able to apply for this funding, which covers conference fees, travel costs, and accommodation. You can read more about the NCRI [here](#).

Honorarium/Expenses

- You will be offered an honorarium of £80 every 2 months in recognition of your contribution to meetings and email consultations.
- We are also able to reimburse reasonable expenses for travel and overnight accommodation where necessary and when agreed in advance.

APPLICATION PROCESS

- If you are interested in applying please complete the accompanying application form and return by **Monday 15th August 2016** to involvement@cancer.org.uk.
- We will shortlist applications and invite people with the most relevant skills and experience to interview. Interviews will take place over the telephone in the week commencing **5th September**.
- Successful interview candidates will be invited to a 2-day induction and training session in London, planned to take place in **October, on Thursday 13th and Friday 14th**.
- These training and induction days form part of the recruitment process, and based on getting to know you better we will offer the role to the people whose skills we think our most suitable. They are also an opportunity for you to gain a greater understanding of the work of the sounding board, and whether you still wish to be involved.