

NCRI Group

Consumer Recruitment Pack



Do you have a strong interest in cancer research? Do you want to help improve patient outcomes and experiences?

If you have recently experienced cancer as a patient or carer and want to help shape the development of research trials for cancer patients, then we want to hear from you! The following recruitment pack aims to outline the key information needed to get involved with NCRI.

If you have any queries, please feel free to get in touch with Hannah Taylor (NCRI Forum Coordinator) via consumers@ncri.org.uk or tel. 0203 469 6121

What does this pack include?

- 1. NCRI Overview**
Pgs. 3
- 2. NCRI Groups**
Pgs. 3-5
- 3. NCRI Group vacancies (Oct 2021)**
Pgs. 6-8
- 4. Key Information (for all vacancies)**
Pgs. 8-11
- 5. Equal Opportunities**
Pgs. 12
- 6. Application Process**
Pgs. 12

1. NCRI Overview

The National Cancer Research Institute (NCRI) partnership was established in 2001 to drive collaboration between organisations that fund cancer research, and we remain dedicated to our purpose to 'improve health and quality of life by accelerating progress in cancer-related research, through collaboration'.

The NCRI has led the way in involving patients, carers and other people with experience of cancer (known collectively as 'NCRI [Consumers](#)') in research, improving the quality and relevance of cancer research in the UK.

All NCRI activities have direct input from Consumers, who are experts in the experience of cancer. This includes shaping actions at a national level as part of an [NCRI Group](#) - developing ideas, strategy, clinical trial protocols and high-quality studies for specific cancer types and treatment approaches.

All consumers involved with NCRI's work also become members of the NCRI Consumer Forum. The Forum is a vibrant and collaborative community who works with the NCRI as partners in cancer research; offering opportunities for mutual learning, as well as providing a space for peer support. The Consumer Forum is Chaired by the Consumer Lead who is a patient or carer themselves. The Consumer Forum's Guiding Principle is:

Working together to build a community with the common purpose of providing patient and public perspectives throughout the research process, to deliver research with better outcomes and experiences for all

2. NCRI Groups

The NCRI Groups have a remit to develop portfolios of clinical trials and high-quality studies for specific cancer types or treatment approaches. This includes considering new research questions, developing proposals for trials, securing funding and overseeing the portfolio of existing studies. The Groups are multi-disciplinary, with surgery, medical oncology, clinical oncology, radiology, pathology, epidemiology, statistics and other professions involved in clinical trials. These 'multi-disciplinary' Groups typically have 15-20 Scientific members and (at least) 2 consumer members to assist the group in understanding the perspectives of patients, carers and the public that are relevant to the work of the Group.

There are 19 NCRI Groups in total (see Fig.1), the majority of which are site-specific e.g. Breast Group, Bladder & Renal Group, Lung Group etc. There are also a number of 'cross-cutting' Groups i.e. they do not focus on a specific cancer type, but themes that cross many cancer types, for example the Living With and Beyond Cancer (LWBC) Group or our radiotherapy and pathology initiatives.

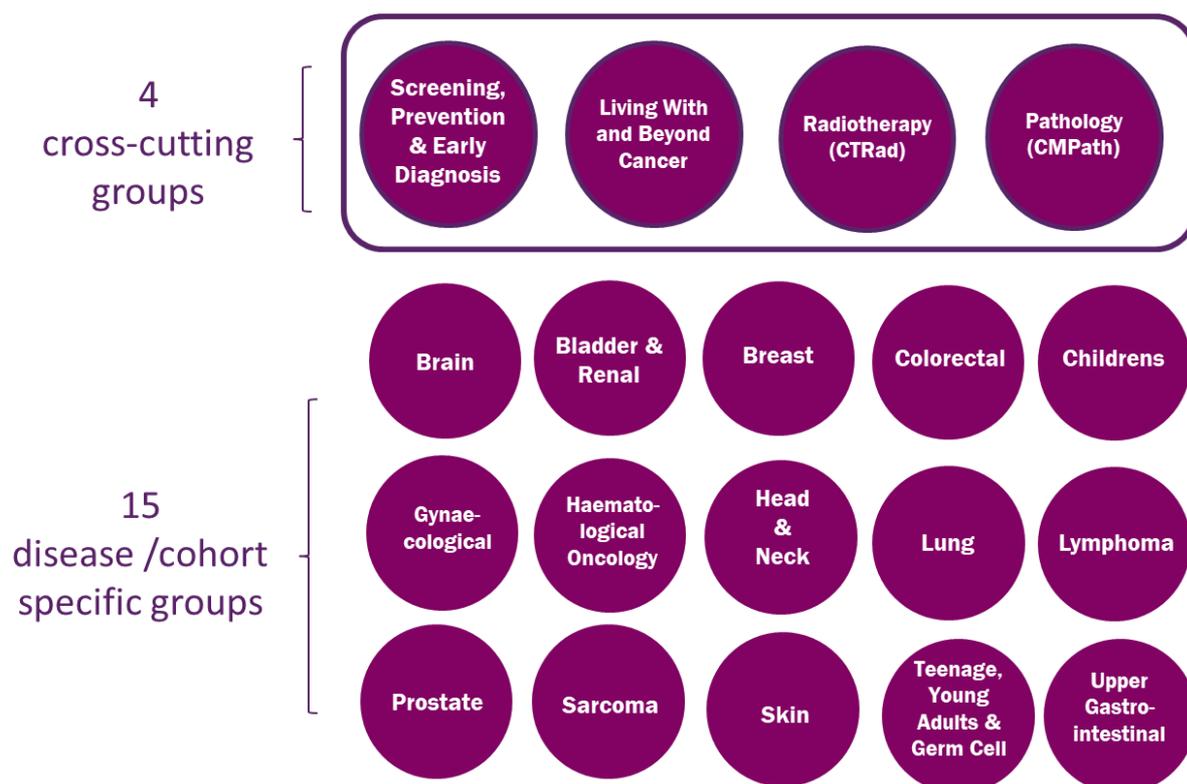


Fig 1. NCRI Groups Overview

Subgroups and Workstreams

Each NCRI Group is also associated with a varying number of more specialised Subgroups or Workstreams. An example for the NCRI Lymphoma Group is outlined below:

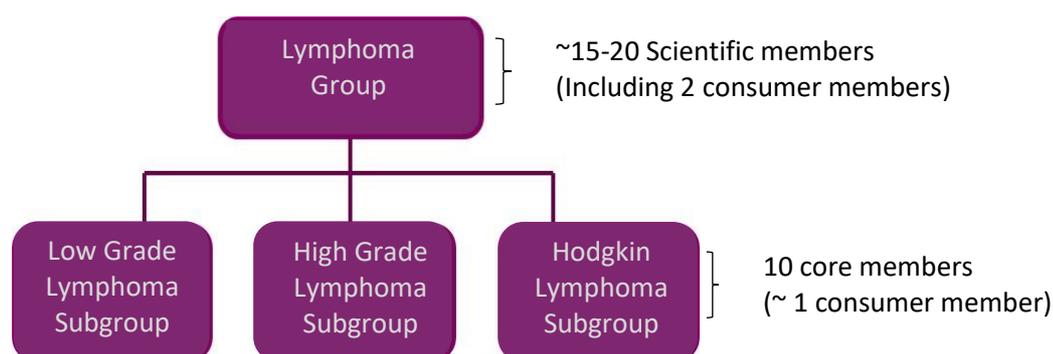


Fig 2. Lymphoma Group, and its 3 associated Subgroups

Once recruited to one of the 19 NCRI Groups (see Fig.1), you may also choose to get further involved with its associated Subgroups or Workstreams, based on your specific interests and experiences (see 3.4. 'Tenure & Time commitment'). [Click here](#) for more information regarding the NCRI Groups and their Subgroups.

3. NCRI Group Vacancies (Oct 2021)

We are currently recruiting to the NCRI Children's Group (1 vacancy), as well as its six associated Subgroups (10+ vacancies).

The Subgroups are responsible for developing research in the following areas of strategic need:

- Central Nervous System (CNS) Subgroup
- Germ Cell Tumor (GCT) Subgroup
- Leukaemia Subgroup
- Neuroblastoma Subgroup
- Novel Agents Subgroup
- Pediatric Non-Hodgkin Lymphoma Subgroup

Please note that you will be prompted to specify which Subgroup you are most interested in joining on the application form, under 'specific area of interest'.

For more information on any of the NCRI Groups listed above please visit:
<https://www.ncri.org.uk/groups/>

4. Key Information (for all vacancies)

4.1. Summary of the roles main purpose

- Attend and actively participate in your NCRI Group meetings (2-3 x per year); with additional email correspondence between meetings.
- Assisting the Group members in understanding the perspective of patients, carers and others affected by cancer ('consumers'), that are relevant to the work of the Group.
- You may also be invited to work on specific tasks or projects that emerge from the work of the NCRI Groups e.g. continued involvement in a specific trial on the Trial Management Group or Steering Committee.

4.2. Role requirements

- Review and provide input and commentary on documents relating to the work of your group/subgroup/workstream. This could be the presentation of an idea, a trial proposal, a funding application, trial documentation for example
 - reading the meeting papers, which will be provided to you a minimum of 1-week before the meeting to allow adequate time for your review
 - raising any queries (i.e. clarification on meeting content, scientific language) with your Scientific mentor or 'Consumer Buddy' in the first instance (who will be assigned to you upon appointment).

- Provide a ‘consumer update’ – a short update on the activities of the Consumer members, either individually or as a group
- Provide ad hoc support to group members who may elicit your assistance with their funding proposals, or patient information sheets or simply guidance on whether something is a good idea or not
- Contributing to your NCRI Groups ‘Annual Report’
 - Annual Reports provide an update from each Group on their progress towards achieving their strategic aims and objectives during the reporting year.
 - A specific Consumer report is included detailing the involvement activities relevant to the Group on an individual or collective consumer basis
 - Report template, detailed guidance and ongoing support are provided to all consumer members

4.3. Key skills and experience

- Experience of UK cancer services as a patient or carer, which are relevant to this role
- *Willingness* to familiarise yourself with relevant research and medical language, with the support of your Scientific mentor.
 - Please note training is provided for all consumer members upon appointment to an NCRI Group.
- Knowledge and understanding of the perspectives of patients, carers and/or others affected by cancer (‘consumers’), with the ability to represent perspectives beyond your own personal experience
- Good communication skills:
 - Ability to express your views from a ‘consumer’ perspective at Group meetings, in a constructive way
 - Ability to listen to others, and consider their perspectives
- Computer literacy, and sufficient time to keep up to date with email communications and information.
- An understanding of the importance of and need for cancer clinical research
- An interest in keeping up to date with current cancer research issues

Please note that this role requires a degree of objectivity and therefore is unlikely to suit those who have experienced a loss within the last 12 months.

4.4. Tenure & Time commitment

Tenure: 3-years

Time commitment:

- 2-3 Group meetings per year
- 3 Consumer Forum meetings per year

Once appointed, if you would like to be involved with a specific Subgroup/Workstream associated with your Group (example below), then there will be an additional 2-3 meetings per year (per subgroup or workstream).

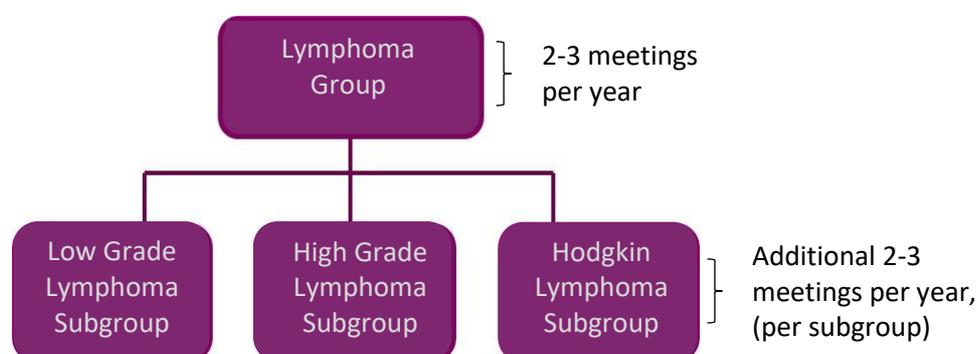


Fig 4. Time commitment for the Lymphoma Group, and its 3 associated Subgroups

Please note all NCRI meetings are currently being held virtually due to Covid-19, although there will be opportunities for in-person attendance under normal circumstances. We will keep all members informed of any changes. We currently use Microsoft Teams to host our virtual meetings, and we will ensure that training and guidance is provided.

4.5. Important dates

The deadline for all applications is **Sunday 7th November 2021**

For shortlisted applicants, interviews are likely to take place **w/c 29th November 2021**, however final dates will be confirmed with directly with applicants at the earliest convenience.

4.6. Training & Support

We offer the following support for all Consumers appointed to NCRI Groups:

- Consumer Induction training Currently delivered as 4 virtual interactive sessions, led by our Consumer Lead Emma Kinloch. Attendance is required for all members.
- Scientific mentor (assigned upon appointment)
 - A scientific member from your NCRI Group, offering support and mentorship during your tenure.
- Consumer 'buddy' (assigned upon appointment)
 - An experienced member of our Consumer Forum, offering peer support and guidance during your tenure.

- Consumer Lead, Emma Kinloch
 - The NCRI Consumer Forum is led by Emma Kinloch, which meets at least 3x per year providing mutual learning opportunities and peer support.
- NCRI Executive
 - NCRI Forum Programme Manager and Forum Coordinator
 - NCRI Group Coordinators

4.7. Expenses & Honoraria

Consumers participate in NCRI activities as volunteers. For NCRI Group meetings and other selected activities, NCRI offers an ‘honorarium’ (a payment) which recognises the value of a volunteer’s time in preparing for and attending a meeting. For example:

- Meeting/teleconference (up to 2.5 hours) - £30
- Half-day participatory meeting (up to 4 hours) or teleconference over 2.5 hours - £50
- Full-day participatory meeting (over 4 hours) - £80

Please note that these payments are not intended as an alternative to or means of paid employment and are *in addition to* necessary expenses such as travel and subsistence, which will also be reimbursed.

4.8. Confidentiality

NCRI Group members must not communicate any confidential information that they learn as a result of being a member of the Group. However, there may well be occasions on which members are specifically asked to share information within their own communities or seek the opinions and views of others. Further information regarding confidentiality will be provided following appointment, however if you are unclear about whether or not information that you have access to is confidential, please seek clarification in the first instance from the NCRI Executive or the relevant Group Chair.

5. Equal Opportunities

NCRI is committed to creating and encouraging a culture that promotes respect for each other and values individual differences. In addition, it is important that we can create a safe environment for all Consumer Forum members in which they can engage with one another, share views and form meaningful collaborations.

In order to achieve this, we provide equal opportunities to Consumer members of any colour, nationality, ethnic origin, marital status, religion or belief, gender, disability, sexual orientation, age or employment status.

We will not condone, tolerate or ignore any form of discrimination or unacceptable behaviour in our recruitment practices or in the conduct of the Consumer Forum and its members.

If you require any reasonable adjustments to apply, or have any queries or concerns of this nature, please contact the NCRI Forum Coordinator via consumers@ncri.org.uk. A copy of NCRI's Equality, Diversity and Inclusion (EDI) Policy is available via the following [link](#).

6. Application Process

6.1. Online application form

In order to apply for any of the vacancies outlined in this Recruitment Pack, please complete the following application form:

<https://www.ncri.org.uk/opportunity/consumer-vacancies/>

We recommend that you have read all sections of this Recruitment Pack prior to submitting your application.

If you have any queries, please feel free to get in touch with Hannah Taylor (NCRI Forum Coordinator) via consumers@ncri.org.uk or tel. 0203 469 6121

The deadline for all applications is Sunday 7th November 2021

6.2. Informal Interview process

Following the deadline, we will be in touch with *all applicants* to confirm whether or not your application has been shortlisted.

If shortlisted you will be invited to attend an informal interview, which will be held virtually (via Microsoft Teams) and will last for 30 minutes. Further details regarding the interview process will be provided to all successful applicants, as well as guidance for using Microsoft Teams.

As outlined in section 4.5 *Important dates*, interviews are scheduled to take place w/c 29th November however exact dates/times will be confirmed directly with applicants at the earliest convenience.



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