

NCRI Group Membership

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 Chantal Ball (NCRI Forum Coordinator) via consumers@ncri.org.uk or tel. 0203 469 5674

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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.

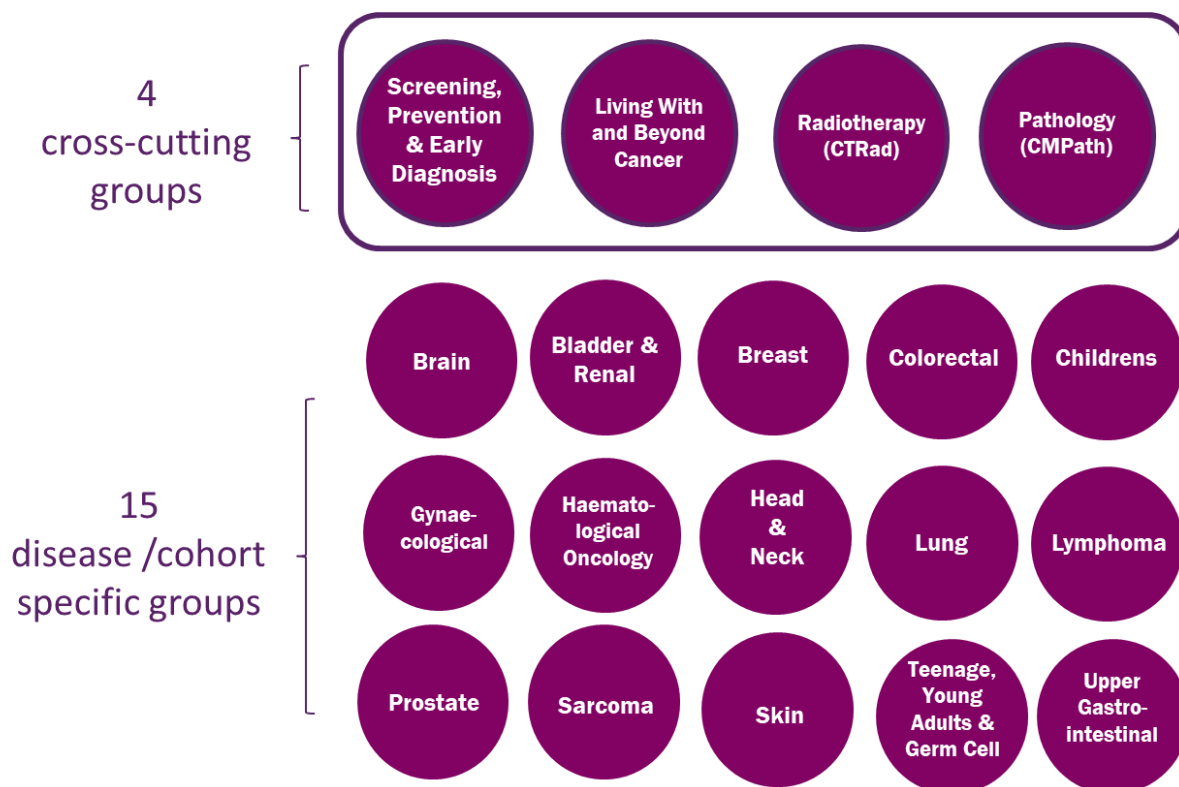


Fig 1. NCRI Groups Overview

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:

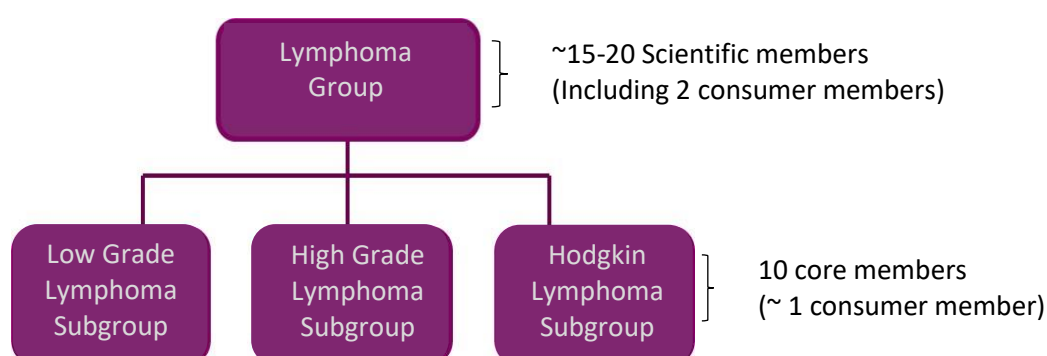


Fig 2. Lymphoma Group, and its 3 associated Subgroups

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.

Executive Group Structure

Applies to the following 3 NCRI Groups:

- Gynaecological Group
- Living With and Beyond Cancer (LWBC) Group
- Upper GI Group

These NCRI Groups have an ‘Executive Structure’, with the key difference from the other NCRI Groups being these Groups have a smaller core Executive Group (avg. 10 members) which provides strategic oversight of the Workstreams (see Fig 3. Below).

The role of the consumer on the Executive Group is to provide *strategic oversight* of consumer involvement throughout the Workstreams, whilst ensuring that the strategy remains patient centric. The focus is more on the overall portfolio, ensuring this aligns with the Groups Strategy, which involves liaising with consumers on the Workstreams to ensure that they are working towards achieving the Groups aims and objectives, rather than a focus on detailed involvement with specific studies.

Because of the strategic focus of the Executive Group, upon appointment consumers will also have the opportunity to join one of the more specialised Workstreams in order to provide the opportunity to be involved more directly with the design and development of new research proposals.

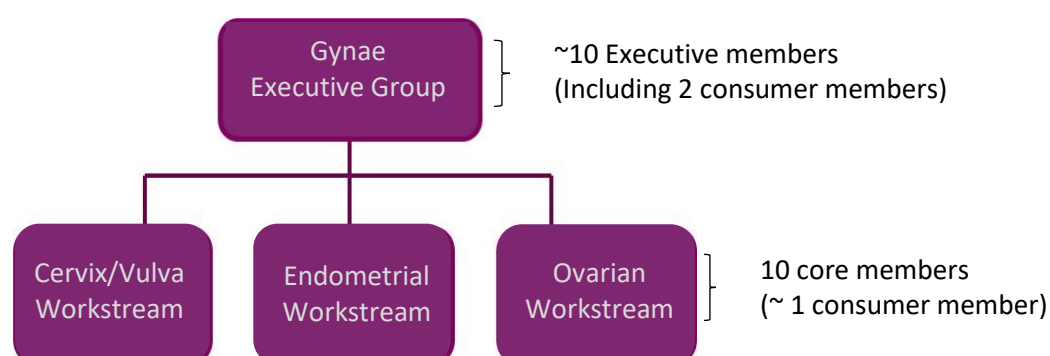


Fig 3. Gynae Executive Group, and its 3 associated Workstreams

3. NCRI Group Vacancies (Dec 2020 – Jan 2021)

CTRad
NCRI Radiotherapy
Research Group



- **NCRI Clinical & Translational Radiotherapy Research Working Group (CTRad)**

The consumer vacancies (x2) lie on the Clinical & Translational Radiotherapy Research Working Group, although there may be the opportunity to be involved at a Workstream level in addition to the main role upon appointment.

The Group has 41 members and has 4 Workstreams;

- Workstream 1 – Science base
- Workstream 2 – Phase I/II Trials
- Workstream 3 – Phase III Trials
- Workstream 4 – New technology, physics, quality assurance

For more information on each of the Workstreams please visit: <https://www.ncri.org.uk/how-we-work/ctrad/workstreams/>

- **NCRI Gynaecological Executive Group**

The consumer vacancy lies on the Gynaecological Executive Group, although there is an opportunity to be involved at a Workstream level in addition to the main role upon appointment.

The Group is made up of a smaller core Executive Group and 3 Workstreams;

- Vulva/cervix Workstream
- Endometrial Workstream
- Ovarian Workstream

▪ **NCRI Haematological Oncology Research Group**

The consumer vacancy lies on the Haematological Oncology Research Group, although there is an opportunity to be involved at a Subgroup level in addition to the main role upon appointment.

This Group has 24 members and includes 7 Subgroups;

- Chronic Lymphocytic Leukaemia Subgroup
- Chronic Myeloid Leukaemia Subgroup
- Acute Myeloid Leukaemia Subgroup
- Acute Lymphoblastic Leukaemia Subgroup
- Myeloma Subgroup
- Myelodysplastic Syndromes Subgroup
- Myeloproliferative Neoplasms Subgroup

▪ **NCRI Living With and Beyond Cancer (LWBC) Executive Group**

The consumer vacancy lies on the Living With and Beyond Cancer Executive Group, although there is an opportunity to be involved at a Workstream level in addition to the main role upon appointment.

The Group is made up of a smaller core Executive Group and 5 Workstreams;

- Methodology Workstream
- Acute Care and Toxicities Workstream
- Advanced Disease and End of Life Care Workstream
- Late Consequences Workstream
- Malignancy of Unknown Origin/Cancer of Unknown Primary Workstream

▪ **NCRI Lung Research Group**

The consumer vacancy lies on the Lung Research Group, although there is an opportunity to be involved at a Subgroup level in addition to the main role upon appointment.

This Group has 24 members and includes 4 Subgroups;

- LOcoRegional Disease Subgroup
- Advanced Disease Subgroup
- Mesothelioma Subgroup
- Screening and Early Diagnosis Subgroup

▪ **NCRI Sarcoma Research Group**

The consumer vacancy lies on the Sarcoma Research Group, although there is an opportunity to be involved at a Subgroup level in addition to the main role upon appointment.

This Group has 26 members and includes 3 Subgroups;

- Adult Soft Tissue Sarcoma Subgroup
- Young Onset Soft Tissue Sarcoma Subgroup
- Bone Tumour Subgroup

- **NCRI Teenage and Young Adults & Germ Cell Tumours Research Group**
 The consumer vacancies (x2) lie on the Teenage and Young Adults & Germ Cell Tumours Research Group, although there is an opportunity to be involved at a Subgroup level in addition to the main role upon appointment.
 Please note that applicants interested in this Group must have had cancer as a young person (up to their 25th Birthday), or Germ Cell Tumour at any age.
 This Group has 30 members and includes 4 Subgroups;

 - Germ Cell Tumour Subgroup
 - Biological Studies Subgroup
 - Health Services Research Subgroup
 - Quality of Life and Survivorship Subgroup

- **NCRI Upper Gastrointestinal Executive Group**
 The consumer vacancy lies on the Upper Gastrointestinal Executive Group, although there is an opportunity to be involved at a Workstream level in addition to the main role upon appointment.
 The Group is made up of a smaller core Executive Group and 4 Workstreams;

 - Hepatobiliary Workstream
 - Neuroendocrine Workstream
 - Oesophagogastric Workstream
 - Pancreatic Workstream

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 report 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 is relevant to this role
- For the CTRad (Clinical & Translational Radiotherapy Research Working Group) vacancies, experience of UK radiotherapy services is necessary for the 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: 1-year (in the first instance)

Please note that due to Covid-19 we are undergoing organisational changes which will impact the structure of the NCRI Groups (likely to take effect in the next 12 months). We are therefore unable to offer the usual tenure of 3 years. Membership will however be reviewed after one year, and your options to continue involvement with your NCRI Group will be outlined. More information will be given upon appointment to the role.

Time commitment:

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

Once appointed, if you are 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)

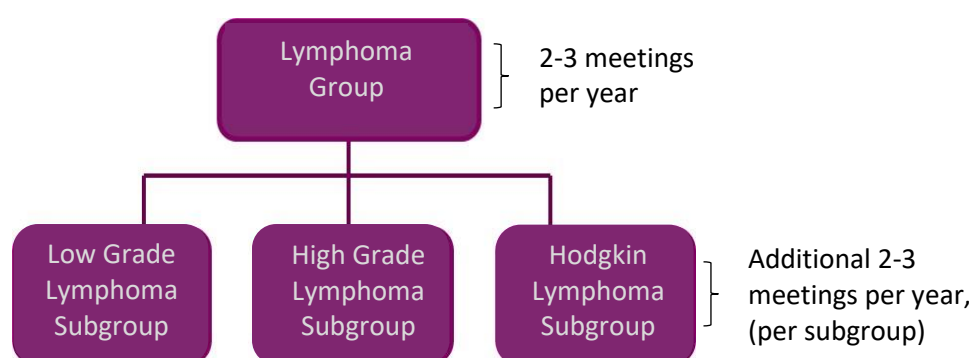


Fig 4. Time commitment for the Lymphoma Group, and its 3 associated Subgroups

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

Please note, that **we recommend holding the following dates** in your diaries (where possible) when submitting your application, to ensure that you can attend the Consumer Induction Training:

- Training session 1 - Thursday 25th February 2021 (09:30-12.30pm)
- Training session 2 - Friday 5th March 2021 (09.30-12.30pm)
- Training session 3 - Thursday 11th March 2021 (12.30-15.30pm)
- Training session 4 - Friday 19th February 2021 (09.30-12.30pm)

If you are unable to make any of the dates above, there will be the opportunity to flag this at the interview stage so that we can make necessary arrangements for you.

Interviews are scheduled to take place w/c 1st February and 8th February 2021, however exact dates/times will be confirmed upon successful application.

4.6. Training & Support

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

- Consumer Induction training (*please see 'Important dates' section above*)
 - 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 Coordinator

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. 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 order to achieve this, we will provide equal opportunities to all job applicants and employees 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.

We align with the Cancer Research UK Dignity at Work policy, which states our intentions and underlying principles. A full copy of the policy is available from the Cancer Research UK Resourcing Team (recruitment@cancer.org.uk). Please advise the NCRI Forum Coordinator on 0203 469 5674 or email consumers@ncri.org.uk, if you require any reasonable adjustments in order to apply.

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 Chantal Ball (NCRI Forum Coordinator) via consumers@ncri.org.uk or tel. 0203 469 5674

The deadline for all applications is **Friday 15th January 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 outlined in section 3.5 'Important dates' - interviews are scheduled to take place week commencing 1st February and 8th February 2021, however exact dates/times will be confirmed directly with the applicant.



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