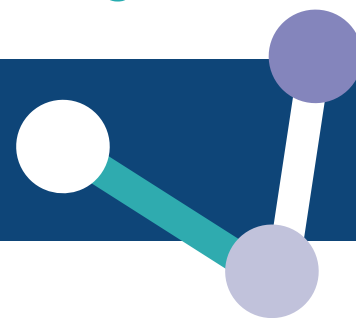


# RESEARCH ADVISORS INVOLVEMENT GROUP

## NIHR Three Schools' Dementia Research Programme

### ROLE DESCRIPTION FOR MEMBERS



#### What is NIHR Three Schools' Dementia Research Programme?

The National Institute for Health Research (NIHR) funds three research Schools:

1. School for Primary Care Research (SPCR);
2. School for Public Health Research (SPHR); and
3. School for Social Care Research (SSCR).

These Three Schools are working together to commission and carry out research on dementia that will help improve the lives of people living with dementia, carers and professionals across primary care, public health and social care, and to reduce the risk of dementia.

The Three Schools' Dementia Research Programme commissions internationally leading research to provide decision-makers with the evidence and information they need to make decisions to improve the health of, and the care provided to, people living with dementia and their carers. The Programme runs from September 2021 until April 2024.

Our research programme covers dementia-related practice across different groups and settings. Research could be about any aspect of prevention, diagnosis, treatment, support or care, and related health, social care and other services.

View programme details at:  
[www.sscr.nihr.ac.uk/wp-content/uploads/NIHR-Three-Schools-Dementia-Programme-of-Work-Sep-2021.pdf](http://www.sscr.nihr.ac.uk/wp-content/uploads/NIHR-Three-Schools-Dementia-Programme-of-Work-Sep-2021.pdf)

#### INVOLVEMENT

To support the Programme, we are looking to appoint

- an involvement lead; and
- members for our Research Advisors Involvement Group (RAIG).

You can apply for both positions or just one of these.

Both the Involvement Lead and member of the Group will be supported by the Programme Director and Research Programme Officer.

##### 1. Involvement Lead

The Involvement Lead will provide support for the Programme's management on public involvement and be a member of the RAIG.

The Involvement Lead will be supported to spend about two days each month on Programme activities.

##### 2. Research Advisors Involvement Group (RAIG)

We would like to recruit up to 12 people as members of the RAIG.

Members of the group will help to plan and shape public involvement for our Dementia Research Programme, develop and review our public involvement strategy, support us with commissioning research, and advise on individual research projects. The group will be supported by the Involvement Lead.

We are looking for members from a wide range of backgrounds with a variety of experiences of dementia and related health and care services in England.



## Responsibilities

RAIG members will:

- review outline and/or full research proposals
- participate in research Commissioning Panel meetings
- provide advice on involvement in individual research projects
- agree their terms of reference and ground rules at their first meeting
- regularly attend and participate in group meetings and discussions
- read papers in advance and raise issues for clarification prior to meetings
- consider ways that public involvement in the Programme can be developed
- report and record the impact of public involvement in the Programme
- maintain confidentiality where appropriate
- identify and participate in appropriate training or support
- write and review information for the general public
- help support communication about the Programme and our research findings.

## Length of membership

The role of Involvement Lead and membership of the group will be until April 2024. Members may withdraw from the role at any time and the Research Programme Officer will be available to offer support and discuss any issues around membership.

## Training and support

There will be opportunities to discuss and identify any needs for training and ongoing support. Members are offered support with all the practical issues of group membership such as:

- help with claiming expenses
- explanations or a glossary of technical terms when necessary
- papers and documents circulated in advance of group meetings to allow sufficient time to read them.

## Time commitment

RAIG meetings will take place twice a year and last for approximately three/four hours (usually with a break for lunch). Members will be expected to read meeting papers and provide feedback on draft documents. Papers and documents will be sent for comment by email. Paper copies will be made available if this is preferable.

The time commitment for advising on projects and other activities will be agreed in advance.

## Meeting location

At the current time the RAIG will be supported to meet online. When we return to face-to-face meetings these will be at the LSE in central London.

## Accessibility for face-to-face meetings

LSE can be reached by a range of public transport including tube, rail and bus or by driving [www.lse.ac.uk/lse-information/travelling-to-lse](http://www.lse.ac.uk/lse-information/travelling-to-lse)

We will make the necessary arrangements for RAIG members to participate fully in meetings. Where travelling to meetings is difficult for members, we will discuss alternative arrangements for input (such as teleconference or zoom calling).

Meeting rooms used at LSE are fully wheelchair accessible with accessible toilets throughout public areas. Accessibility information can be found on the LSE website: [www.disabledgo.com/organisations/london-school-of-economics/main](http://www.disabledgo.com/organisations/london-school-of-economics/main)

## Payment

Payment for meetings and other involvement activities is available for people not working in the public sector and whose time would not otherwise be paid for.

Please be aware that people in receipt of state benefits and allowances are required to declare changes in their circumstances. The Freephone Benefits Advice Line for involvement [www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372](http://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372) is available to discuss any concerns about the possible impact of accepting payment on your benefits and allowances.

Payment will be made directly into individual bank accounts. Please see our payment for involvement guide for rates and further information ([Link](#))

## Expenses

Reasonable expenses that arise from public involvement activities will be covered. This could include: travel, food and drink, accommodation (where appropriate), carer costs, and personal assistant costs. Detailed information about the process of claiming expenses will be provided.

## Confidentiality

Group members must not communicate any confidential information that they learn as a result of being a member. However, there may be occasions when members are specifically asked to share information within their own communities or seek the opinions and views of others.

## Declaration of interests

All group members are required to declare if they have any interests that might be in conflict with the work of the group. A conflict of interest does not stop you from being a member of a group. However, it does mean that you cannot take part in any discussions or decisions made on an issue where you have a conflict of interest.



## PERSON SPECIFICATION

The Programme's work covers England therefore applications are only sought from people resident in England. The following criteria will be assessed through application and an informal zoom discussion.

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>Understanding and lived experience of dementia health and/or care services</li> <li>Experience of working in a team, meetings or being on a committee</li> </ul>	<ul style="list-style-type: none"> <li>Experience of public involvement in a research or policy advisory group</li> <li>Connections with health/social care community networks, associations or societies</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to use email, internet and Microsoft Word</li> <li>Good interpersonal skills</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>An interest in dementia-related health and care research</li> <li>An interest in public involvement in dementia health and care research</li> <li>Willingness to learn about dementia health and care practice, policy and research</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of research</li> <li>An understanding of dementia policy</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Enthusiasm</li> <li>An approachable manner</li> <li>Ability to work respectfully, value the views of others and express own views in a constructive way</li> </ul>	

## Application requirements

If you would like to apply to be the Programme's Involvement Lead and/or a member of the RAIG please complete the online application form and diversity-monitoring questionnaire: [www.sscr.nihr.ac.uk/involvement/raigapplication](http://www.sscr.nihr.ac.uk/involvement/raigapplication)

Please let us know if you require any of these documents in a different format.

The closing date for applications is 09.00 on Tuesday 23 November 2021.

## Selection process

Shortlisted candidates will be invited to attend an informal zoom meeting in late-November.

If you do not make the final selection process but you would like us to contact you about other involvement opportunities, please let us know as part of your application form.

## Questions

If you have any queries about the role or would like more information, please contact:  
Email: [sscr@lse.ac.uk](mailto:sscr@lse.ac.uk) or Tel: 020-7955-6238