## (Insert role title) Role Description.

**Please read and then delete before distributing:**

**This template is designed to help you develop your own role description for Public Contributors and other individuals involved in your Patient and Public Involvement and Engagement (PPIE) activities.** **The suggested headings and questions are not intended to be prescriptive but will give you some ideas based on what other people have included in their role descriptions. This document can be edited or adapted to suit your requirements.**

We have provided guidance notes in **yellow highlight** for you to consider, please ensure you replace these with your own text or delete sections if not appropriate to your PPIE activity.

Please also see our [template information sheet](http://documents.manchester.ac.uk/display.aspx?DocID=46875), [template appointment letter](http://documents.manchester.ac.uk/display.aspx?DocID=46393), and [induction guide](http://documents.manchester.ac.uk/display.aspx?DocID=41420) for more information. For further resources, visit the Faculty’s [PPIE Toolkit resource](https://www.staffnet.manchester.ac.uk/bmh/social-responsibility/public-and-patient-engagement/ppie-toolkit/guidance-documents-and-templates/).

Please email [srbmh@manchester.ac.uk](mailto:srbmh@manchester.ac.uk) if you have any queries.

**You should also delete this guidance section before distributing**.

**Introduction**

(Provide a short paragraph of background information about your department/team/group. This could include how the team fits into the larger organisation, what the team’s main priorities are and who else is in the group (e.g. other staff, students or Public Contributors), what will the Public Contributor be expected to contribute to the group in broad terms? Around 100-150 words maximum)

**Aims** (of your research/teaching/team/project)

(A short paragraph about your aims and objectives and why this is important/of interest e.g. to provide strategic direction, to produce an event etc.)

Additional aims: (specific aims for the Public Contributor if appropriate)

* (list as necessary e.g. build and promote best practice, develop training, contribute to research priorities)
* XXX
* XXX

**Scope and Duties**

Duties of (insert team name/group/research project the applicant will be part of) will include:

(list as necessary e.g. to monitor the effectiveness of the group action plan, to provide feedback on PPIE activities)

* XXX
* XXX

# Your responsibilities: (list the responsibilities for the Public Contributor role e.g. what are the expectations of the Public Contributor in relation to attending meetings, how many will they need to attend? What preparatory work will need to be carried out in advance of the meetings? What additional activities will the person be expected to be involved in? What confidentiality expectations are there? )

# Your responsibilities in this role will include:

* XXX
* XXX
* XXX

# Our responsibilities: (list the responsibilities you commit to providing to successful applicants e.g. providing training, meeting other members of the team, confidentiality and data protection and detailing what support is available. Visit the Faculty’s Induction guide for further details of how the Univeristy can support Public Contributors <http://documents.manchester.ac.uk/display.aspx?DocID=41420>)

# Our responsibilities to you will include:

* XXX
* XXX
* XXX

**Duration of role:** (how long will the role be for and is there the possibility to renew)

This voluntary role will be for (insert time) and will begin on (insert date and time of first meeting/start date).

We recognise that circumstances change and you are under no obligation to remain on the (insert: project/patient group etc.) for this entire period. You can leave this Public Contributor role at any time by informing (insert: name of contact), (insert: email[@manchester.ac.uk](mailto:stephanie.snow@manchester.ac.uk))or telephone: 0161(insert: telephone number).

# Payment and expenses:

# This is a voluntary role however, we will reimburse expenses incurred in connection with your volunteering.

* + (insert information about reimbursement for time if applicable e.g. £60 per meeting attended)
  + (insert information about covering travel expenses if applicable e.g. up to £30 travel costs)

See Faculty fees and payments guidance for Public Contributors for further information: <http://documents.manchester.ac.uk/display.aspx?DocID=40790>)

# Person specification: (include information about the necessary qualities and experience needed for this role)

# Please note: insert information as to whether the opportunity is open to all members of the public or only those affiliated with the University/Faculty.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential attributes** | **Desirable attributes** |
| **Experience** | * List what prior experience is needed e.g. Experience of using email and the internet, being part of user group, having lived experience of a particular illness or disability) | * List what experience is a ‘nice-to-have’ e.g. Experience of engaging with diverse groups |
| **Knowledge** | * List what essential knowledge is needed e.g. Be educated to degree level or have equivalent experience, knowledge of health condition | * List what additional knowledge would be a ‘nice-to-have’ e.g. knowledge of the aims and methods of health research |
| **Skills** | * List what essential skills are needed e.g. Excellent interpersonal skills with the ability to interact effectively with other members | * List what additional skills would be a ‘nice-to-have’ e.g. knowledge about using specific computer software |
| **Personal qualities** | * List what essential personal qualities are needed e.g. willingness to learn | * List what additional qualities would be a ‘nice-to-have’ e.g. a passion and drive for medical research or for training new medics |

**Closing date for applications:** (insert date and time of the closing date)

(Provide some information about how the applicants will be shortlisted and when successful applicants will be called for interview. Outline your communication plans and if you require notice from applicants that they cannot make interview dates in advance. E.g. “Applicants will be shortlisted with successful applicants being invited to interview. Interviews are scheduled to take place on XXX, if you are unable to make this date please let us know when you apply.”)

# To apply:

Please send a covering letter detailing why you want to apply for the volunteer role plus a copy of your CV which lists your PPIE experience relating to the person specification above. If you don’t have a CV, please outline your experience and how you meet the person specification in the covering letter. In your covering letter please also include up to 300 words (adjust as appropriate) regarding why you would like to apply to (name of the role applicants are applying for).

**Contact details:**

(insert name of person receiving applications, their job title and work address)

Email: (insert email address to send applications to)

Tel: (insert work contact number)

**PPIE Privacy Notice**

All personal data is held and processed by The University of Manchester strictly in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You have the right to withdraw your application at any time by contacting (insert contact email).

For further information visit: [Privacy Notice for Patient & Public Contributors](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=43063) and <https://www.manchester.ac.uk/discover/privacy-information/data-protection>