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| Advocacy Panel – role profile  New member application form  November 2022 |

**Cancer Grand Challenges Advocacy Panel**

[Cancer Grand Challenges](https://cancergrandchallenges.org/) is a global funding initiative founded by Cancer Research UK and the National Cancer Institute. We set ambitious challenges, providing global teams with £20m to come together and think differently, with the aim of making the progress against cancer the world urgently needs.

Patient advocacy plays a vital role in Cancer Grand Challenges. From helping to shape challenges, to working closely with teams, the voice, experience, and insight of people affected by cancer\* is central to our work. To help provide this input, we established the [Cancer Grand Challenges Advocacy Panel,](https://cancergrandchallenges.org/about/advocacy-panel) chaired by Margaret Grayson MBE. Each member of this group brings a unique perspective based on their skills, experience and established networks with other patients and the public.

Together, the Cancer Grand Challenges Advocacy Panel is instrumental to how we approach patient advocacy within the initiative. This group informed the decision to embed people affected by cancer as patient advocates in every team of researchers who are not just funded but apply to tackle the biggest challenges in cancer research. They also provide feedback on the approaches proposed to involve\*\* and engage\*\* patients and the public more broadly.

We would like to broaden the membership of the Cancer Grand Challenges Advocacy Panel to include increased global representation of people affected by cancer to reflect the international nature of the programme. We’re looking for new members who want to help enable researchers and patient advocates to work in partnership and establish best practices for patient advocacy in basic and clinical research at a global scale.

\* *Person affected by cancer is an umbrella term for people who have received a cancer diagnosis (past or present) -- the patient –, any close family member (e.g. parent, child, partner, grandparent etc.), a friend or carers/caregivers (those who provide direct day-to-day support).*

*\*\* Involvement is when patient advocates use their experiences of cancer to help shape research. Involvement is carried out with or by patient advocates, rather than to or for them. Involvement enables patient advocates to have a voice that is listened to and reflected in the scientific strategy. This helps to ensure that all research, whether basic or translational, remains focused on patient benefit.*

*\*\*\* Engagement is where information and knowledge about research is shared by researchers or patient advocates with other patient advocates and the public who are not associated with their research programme. The design and delivery of engagement activities provides an opportunity to involve patient advocates.*

***Please note that we no longer permit dual appointments. This means that you can’t be a member of the Cancer Grand Challenges Advocacy Panel and a patient advocate on a funded Cancer Grand Challenges team.***

**What we’re looking for**

**We’re looking for people with a personal experience of cancer due to a diagnosis, or through a connection to someone diagnosed with cancer, or who affiliates with or represents a cancer organization, who are willing to:**

* Represent patients broadly, outside of your own cancer type experience
* Interact with diverse audiences and teams, including research and patient groups
* Learn more about the challenges we have set, and the scientific objectives of the teams funded to solve them
* Engage with the research and advocacy activities being conducted by the funded Cancer Grand Challenges teams and the progress being made
* Maintain an awareness of how people affected by cancer are involved and engaged with research outside of the Cancer Grand Challenges community.
* **But you do not need to have:**
* A professional research or medical background.

**Though an interest in and basic understanding of cancer research is desirable.**

Equal opportunities and diversity:

Cancer Grand Challenges is committed to creating an inclusive space to involve all people affected by cancer, irrespective of their race, ethnicity, disability, sexual orientation, gender, age, religion or belief. We actively encourage applications from people of all backgrounds and cultures and believe that a range of views and insight will help us represent all people affected by cancer.

**About the role**

**In this role, you will work in partnership with the Cancer Grand Challenges delivery team and your other Cancer Grand Challenges Advocacy Panel members to:**

* Help shape how people affected by cancer are involved in research applications:
* Refresh our advocacy focused application guidelines and templates
* Review the patient advocate involvement and engagement sections of applications
* Provide constructive feedback to both successful and unsuccessful applicants on their approach to involving and engaging people affected by cancer.
* Support funded teams to conduct involvement and engagement activities that add value to their programmes:
* Steward both the researchers and patient advocates through the provision of support and guidance
* Review annual involvement and engagement update reports from the funded teams
* Provide challenge to funded teams to encourage them to always conduct value-adding involvement and engagement activities
* Encourage teams to seek opportunities to share what they have learnt about patient advocate involvement and engagement e.g., case studies.
* Provide input into the challenge consultation process where we seek ideas from researchers, patients and the public:
* Provide your own ideas
* Seek the opinions of members of your patient and public networks
* Reflect on ideas provided by the broader advocacy community.

**To achieve this every member of Cancer Grand Challenges Advocacy Panel must have the ability to:**

* Help to provide the collective patient experience
* Actively participate in group discussions
* Listen to, appreciate, and acknowledge differences of opinion
* Provide thoughtful and respectful challenge when needed
* Keep the information provided to you confidential as this may be commercially sensitive
* Be prepared to sign a confidentiality agreement.

**In this role, we will support you by providing:**

* An induction pack, to familiarize yourself with our work and activities, and an onboarding session
* Meetings with the rest of the Cancer Grand Challenges Advocacy Panel to establish ways of working
* A main point of contact in the Cancer Grand Challenges delivery team to answer any questions you have
* Timely information and instructions using plain language
* A safe and open environment for teamwork.

**Before applying**

We ask that you consider if you can commit to a 2-year term, from February 2023 to the end of February 2025 which includes the activities listed below.

All activities are currently virtual apart from the in-person annual Summit but attendance at this event is not mandatory. If national or international travel is required, we will arrange and pay for all your travel, accommodation, and reasonable expenses, as per our policy.

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| Activity | Description | Time Required |
| *ONBOARDING* |  |  |
| Meeting with Cancer Grand Challenges team | * Understand more about the programme | Feb 2023:  *Approx.* 1-hour |
| Meeting with Panel | * Get to know your other Panel members * Agree ways of working and code of conduct | Feb/ March 2023:  *Approx.* 3-hours |
| *SUPPORT TO FUNDED TEAMS* | | |
| Summit (OPTIONAL) | * Attend in-person conference | 8-10 March 2023 (UK):  *Approx. 3-days*  Early March 2024 (US):  *Approx. 3-days* |
| Check-ins with your assigned teams | * Provide regular support and guidance | Throughout the year:  *Approx*. 8-hours per year |
| Annual reviews and feedback | * Review advocacy focused annual reports * Provide verbal and written feedback | April 2023 and April 2024:  *Approx*. 6-hours each year |
| *REVIEW OF INVOLVEMENT AND ENGAGEMENT STRATEGIES/PLANS* | | |
| Training session | Agree the review approach | Late May - early June 2023:  *Approx.* 4-hours |
| Shortlisted expression of interest (EOI) applications | Review assigned applications  Provide written comments and scores  Attend a virtual Panel review meeting  Support with feedback to the teams | Late July - mid Sept 2023:  *Approx*. 15-hours |
| Full applications | *Same as above plus*:   * Reflect on review approach * Discuss with other assigned reviewers | Late Oct 2023 - mid Jan Sept 2024:  *Approx*. 18-hours |
| *CHALLENGE CONSULTATION* | | |
| Generate ideas | * Promote the opportunity to provide challenge ideas within your network * Share your own thoughts | Oct 2024:  *Approx*. 2-hours |
| Workshops | * Attend with other patient advocates * Discuss inputs with the Panel | Oct-Dec 2024:  *Approx*. 9-hours |

**Be willing to participate in additional activities during this time based on opportunities that arise and are comfortable working predominantly online via Microsoft Teams.**

**Please also familiarize yourself with our payment and expenses policy below:**

To ensure your time is recognized, we will offer an involvement payment per activity which will include the meetings, as well as the time spent preparing and completing any follow-up work. We will confirm the total payment amount you can claim, near the completion of each activity, based on the following rates in line with our standard payment policy. In addition, we offer a £5 allowance for each virtual meeting.

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| **Time** | **Rate (pound sterling)** |
| **Up to 2 hours** | £30 |
| **Between 2 and 4 hours** | £50 |
| **Over 4 hours** | £80 |

Please note:

* The amount you receive may vary according to local exchange rates
* It’s your responsibility to declare any earnings according to tax and income regulations in the county you live

**Interested in applying?**

* Download your [application form](https://cancergrandchallenges.org/about/advocacy-panel) from our website.
* Please reach out to the info@cancergrandchallenges.org inbox with any questions
* Once you have completed your application form, please email it to [info@cancergrandchallenges.org](mailto:info@cancergrandchallenges.org)
  + After submission you will receive an email from us confirming receipt of your application within no more than seven days
* The application deadline is **20 January, 2023**.
* Once the deadline has passed, we will work with members from the Cancer Grand Challenges Advocacy Panel to shortlist the applications
* All applications will be assessed by the criteria outlined in this role profile
* But we are particularly interested in why you are interested in the position and how your skills and experience align with the responsibilities of this group.
* We will notify you over email if you have or have not been shortlisted for an online interview
* All interviews will take place online via Microsoft Teams, currently planned for mid-February 2023:
* The interview panel will include representatives from the Cancer Grand Challenges delivery team and current members of the Cancer Grand Challenges Advocacy Panel.