

Role Profile

Public contributor to review plain English summaries of research findings

Background

This involvement opportunity is with [NIHR ARC West](#).

This job is to help NIHR ARC West (and occasionally other organisations) write accessible plain English summaries of the results of research projects. The aim is to make sure summaries are written in plain English, that they are accessible and that the most important messages come across clearly. The finished summaries will go on the ARC West website, and may also be used in other publicity.

Main responsibilities

The role overall is to act as a critical friend and offer advice and feedback on the wording of summaries of research findings for NIHR ARC West. This role includes the following things. Requests to review a draft summary will be sent to you by email and you will provide written feedback by email within an agreed time period. We will ask two members of the panel to comment on each draft.

Commitment

The role is anticipated to require a time commitment of one hour per review. You do not need to contribute to every review.

Arrangements for this role can be reviewed at any time, but will be reviewed after three months of starting. Your commitment to this role is for one year initially, with the option to continue for additional years by mutual agreement.

Confidentiality

Sometimes you will be asked to review summaries that relate to scientific findings that haven't been published yet. You may also be asked to review other material that is confidential at the time of review. Where this is the case, we ask you not to discuss them with others.

Payment and expenses

Payment for time spent in the induction and training session will be at our usual rate (currently £25 per hour). This rate covers the time spent preparing for meetings such as reading minutes and other documents. Payment for doing each review will be at the same rate. Any future out of pocket expenses such as travel or carer's allowances will also be paid.

You will need to claim for work done in this role using the forms provided. The process to claim payment and expenses will be explained at the induction and training session.

If you are receiving welfare benefits, you may need to consider how the payment might affect your benefits.

Induction

Everyone interested in this role will be expected to attend the induction and training session on Tuesday 6 December at 6pm. This session will be online via Zoom. Ongoing support and help will be available from Mike Bell.

Public contributor role requirements for this job

Skill/Experience	Essential
Ability to work as part of a group with people from a wide range of different backgrounds	
Ability to write in plain English and avoid jargon	Yes
Ability to focus on tasks and achieving outcomes	Yes
Ability to bring relevant knowledge from the perspective of members of the public	Yes
A commitment to promoting diversity and equality of opportunity	Yes
A commitment to prepare fully for meetings	Yes
Access to the internet and basic IT skills	Yes
To respect any requests for confidentiality, declare any conflicts of interest if these arise and abide by an agreed confidentiality agreement	Yes

Useful contacts

Mike Bell: mike.bell@bristol.ac.uk