**Role description and person specification for service user researcher**

Insert name of organisation and research project

**Role description**

General information:

Role title: Service user researcher, name of study

Payment: £ insert payment details

Hours: flexible

Responsible to: insert name

Accountable to: insert name

Responsible for: Qualitative interviews with service users

(or insert other responsibilities)

Job summary

The  name of study is funded by insert details of funder. It is investigating/evaluating insert details.

insert job summary

eg Service user researchers will be recruited to conduct qualitative interviews with service users who insert more details. These interviews will investigate service users’ experiences of insert details. The role will involve working as directed by the chief investigator and research associate, and attendance at group training and supervision.

Main duties and responsibilities

These refer to qualitative interviews with service users. Amend as appropriate.

• To contact insert number service users as directed by the study research associate.

• To provide oral and written information about the study, and seek written, informed consent from service users to participate in a recorded interview.

• To conduct interviews with consenting service users and digitally record these interviews.

• To administer, giving £ insert figure to service users on completion of an interview and obtaining a written receipt.

• To inform the study research associate promptly about the time and place of arranged interviews and when interviews have been completed.

• To return study documents and equipment promptly following an interview, as directed by the study research associate.

• To attend training and supervision as directed by the study research associate.

• To inform the study research associate promptly of any circumstances which may hamper your ability to conduct your role competently and safely.

• To inform the study research associate promptly of any concerns you have following an interview about the interviewee’s safety or well-being.

• To adhere to policies during work on the study, including policies on confidentiality, data protection, valuing diversity, health and safety and risk management and lone working. (Service user researchers will be given a Letter of Access that outlines these policies before working on the study. The policies will also be explained during study training.)

This job description does not provide an exhaustive list of duties and may be reviewed within supervision.

**Person specification**

Essential:

* Mental health service user (make more specific if relevant to study).

• Ability to follow procedures and direction from the study team

• Good communication, listening and interpersonal skills

• Reliable and trustworthy

• Good organisational and time management skills

• Willingness to work independently

Desirable:

• Experience of working with mental health service users (in paid or unpaid capacity)

• Experience of conducting qualitative research interviews

• Experience of conducting other interviews or surveys