

Public Involvement Opportunity Form

Title of vacancy Give the role a title that distinguishes it from all the other roles listed here. Choose words that create a clear image of what the person will be doing

Where you will be based: Can it be done from home, or will it involve meetings at the University, a hospital or somewhere else?

Time commitment needed Is it going to take 50 hours in total, two hours a week, or an open-ended commitment?

Start and finish dates When would you like the person to start, and when does the task need to be finished?

Money and other benefits Will there be any expenses incurred? Will you reimburse these expenses on production of valid receipts? Will you pay for the person's time? Any carer costs? Please make sure you comply with the guidance on payments and reimbursements. Will the person get opportunities for training and a reference at the successful completion of the project? Are there any other benefits or rewards for getting involved?

Description of the activity Say as clearly as possible what needs to be done. Try and avoid jargon (protocol, recruitment, randomised, trial, intervention etc).

Skills or qualifications needed Do you need a person with lived experience of diabetes, with a PhD, understanding of statistical methods, knowledge of the NHS, a clean Disclosure and Barring Service check, an ability to read technical documents, a warm personality, committee skills, access to the internet...?

You will be supported by Everyone who gets involved needs to be supervised and supported by a named individual who will personally commit to staying in touch with the person between meetings, answering questions and supporting the person to develop their understanding, skills and confidence. Put the name and contact point down here.

How to find out more and apply for the role Who is responding to initial inquiries and sending out further information about the task? Remember that the person who is offering to help may not be online, and/or may have a paid job and responsibilities during office hours, caring or other responsibilities.