



Volunteer Role Description

ROS Research and Innovation Grants Assessment Panel (RIGAP) Lay Member

Main purpose of the volunteer role	<p>The Research and Innovation Grants Assessment Panel (RIGAP) oversees the processes involved in the research grants programme and makes recommendations to the Board of Trustees on the allocation of research and innovation funding in line with Royal Osteoporosis Society strategy.</p> <p>The RIGAP is governed in line with the Association of Medical Research Charities (AMRC) principles on which we are audited, and we are committed to involving those with lived experience of osteoporosis in the grant review process.</p> <p>The RIGAP consists of scientific/clinical members and lay members. The RIGAP can have a maximum of 16 members with a minimum of three lay members who represent people affected by osteoporosis.</p>
Tasks	<p>Participation in the research grants review process will involve:</p> <ul style="list-style-type: none">• Individually reviewing and scoring research grant applications using report review forms to provide insight from the lived experience of osteoporosis in a wide range of ways beyond your own unique experience.• Engaging collaboratively with all other RIGAP lay members to share the overall lay perspective at the full RIGAP review meetings. Ensuring that views from all lay members are given equal weighting. <p>As with all our staff and volunteers, we ask that you always represent and uphold the good name of the ROS– inspiring people to support us.</p> <p>We also ask that you agree to adhere to all relevant ROS policies and procedures.</p> <p>For further information please refer to the RIGAP Terms of Reference, RIGAP Code of Conduct and ROS Grants Assessment Process Summary.</p> <p>All lay members will:</p> <ul style="list-style-type: none">• receive meeting papers and be invited to participate in RIGAP lay member pre-meetings.• be listed on the RIGAP meeting agenda.• attend RIGAP meetings.

<p>Place and Time</p>	<p>The usual policy is for a RIGAP member's term of office to be three years before retirement. Retiring members may be reappointed for a second term of office (i.e. total of six years).</p> <p>For a Research Grants Round, there will be two full RIGAP meetings (Stage 1 and Stage 2) and also two lay member RIGAP pre-meetings scheduled prior to the full RIGAP meetings.</p> <p>All meetings will be planned to be virtual (approx. 2hr-5hr in length).</p> <p>A schedule of meetings will be set out three months in advance. Example: based on an April Research Grants Round launch date the Stage 1 meetings would be June/July and the Stage 2 meetings would be October/November.</p> <p>Meeting agendas and pre-meeting papers which require review will be circulated no fewer than two weeks before the meeting.</p> <p>Between meetings you will be required to review and score research grant applications against set criteria/questions at Stage 1 and 2 using report review forms. The research grants review process timeline will be made to allow sufficient time for RIGAP members complete their reviews.</p>
<p>Benefits to the volunteer and to the ROS</p>	<p>This is a knowledge sharing role, where you as a volunteer have the benefit of sharing your experience and advocating for others to put the patient voice at the heart of the ROS research grants review process. There is also the opportunity to broaden your own knowledge about the work of the ROS and about osteoporosis from a clinical and research perspective.</p> <p>Other volunteering opportunities become available across the ROS and, as with all our volunteers, we encourage you to explore other ways to become involved and discuss any ideas you might have.</p>
<p>Any knowledge, skills and personal qualities required for the role</p>	<p>Lived experience of osteoporosis, either as someone affected by the condition or as a family member, friend or carer.</p> <p>Being able to work as part of a team (including with other lay members, ROS staff, academics, and clinicians) is essential, including the ability to understand and advocate for perspectives of people affected by osteoporosis in a wide range of ways beyond your own unique experience.</p> <p>The ability to communicate clearly, both verbally and in writing, and to listen, is important for this role.</p> <p>Tasks will involve reading and commenting on research grant applications, and other scientific documents, and – whilst a research or scientific background is not required – being familiar with these from a lay perspective would be useful but is not essential as support will be available.</p>

	<p>Other skills required:</p> <ul style="list-style-type: none"> • Enthusiasm to broaden your knowledge of osteoporosis. • Confidence to take an active part in meetings with a mixed group of patients/carers and professionals. • Organised and methodical, especially with managing your time and meeting deadlines. • Will need to have access to and be able to use Microsoft Word and MS Teams. <p>We encourage people from all backgrounds to apply for this role – if you require any additional support in doing so, please let us know.</p>
<p>Training</p>	<p>An induction session will be arranged shortly after your appointment to this role.</p> <p>Other training, relevant to the role and any additional tasks is available from the Volunteering and Public Engagement Team and other relevant staff where required.</p>
<p>How will you be supported in your role?</p>	<p>The person who will support you in this role will be: Caroline Sangan – Research Manager caroline.sangan@theros.org.uk Tel: 01761 473125</p> <p>Travel expenses: Travel expenses can be claimed. The position is offered on a voluntary and unpaid basis. Travel and subsistence expenses will be reimbursed in line with ROS policy (and as agreed with your staff contact in advance).</p> <p>The ROS office The office has parking spaces that can be booked for volunteers attending the office (subject to availability).</p> <p>The office is on the 3rd floor, but there is a lift within the building. If you have any accessibility needs, please do make us aware of how we can support you. Disabled parking spaces can be booked.</p> <p>The office is an approximate walk of 10 minutes from Bath Spa train station.</p>