



CANDIDATE BRIEF

Fellowship Expert Committee Members

**VERSUS
ARTHRITIS**

Expert committees

Versus Arthritis will operate two expert committees, the Research Expert Committee and the Fellowship Expert Committee. The purpose of the committees is to assist the charity in planning, developing and undertaking activities to support research and fellowship awards. Both committees will be co-chaired by an expert with lived experience and an academic/clinical expert.

The role of the Expert Committees is to input expertise and insight for their respective areas and provide strategic advice to help the charity plan and prioritise new research and fellowship activities, including our financial investments and influencing activities. They will also assist the charity to consider insight from Versus Arthritis [Research Advisory Groups](#), [Progress Review Committee](#) and other sector intelligence.

The Expert Committees will help Versus Arthritis engage and work with others through the identification of strategic partnerships to increase musculoskeletal research capacity in the UK and crucially, advise the charity on the balance of research and career activities across the Versus Arthritis portfolio.

Members of the committees will take the role of Chair or Vice-Chair of Versus Arthritis Funding Review Panels as required and help the charity in making decisions for research funding activities.

This is an exciting and important development in our research committee structure. There is considerable ambition at all levels of the organisation to become more sophisticated and joined up in the way we work and there is a strong desire to continue to strengthen our relationships with people with arthritis.

We want our employees, volunteers and Trustees to represent the broad diversity of the communities of which we are a part. Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and we welcome candidates from a wide variety of backgrounds and experiences.

Delegated authority

The Expert Committees and Review Panels that members oversee, make recommendations to the Charity Executive. The Charity Executive has full delegated authority from the Board of Trustees to authorise funding, within agreed overall policies and procedures and budget, subject to the charity's Schedule of Authority, as may be amended from time to time by the Board of Trustees.

Each committee will be a sub-committee of the Charitable Purposes Committee and report activity into this twice per year.

The role of Members of the Fellowship Expert Committee

The main duties of the Fellowship Expert Committee members are:

- i. To input expertise and insight for their respective areas and provide strategic advice to help the charity plan and prioritise new fellowship activities, including our financial investments and influencing activities.
- ii. To consider insight from Versus Arthritis advisory groups and other committees.
- iii. To help Versus Arthritis engage and work with others through the identification of strategic partnerships to increase musculoskeletal research capacity in the UK.
- iv. To advise the charity on the balance of career activities across the Versus Arthritis portfolio.
- v. To take the role of Chair or Vice-Chair of Versus Arthritis Review Funding Panels as required. This includes:
 - ensuring that all decisions are reached impartially and objectively
 - ensuring every member of the funding review panel has the opportunity to be heard and that no opinion is ignored or overlooked
 - ensuring that the proceedings of the Funding Review Panel are accurately minuted and actioned
 - reporting the Funding Review Panel's activities to the Fellowship Expert Committee
 - helping the charity to make decisions about other research activities where this is appropriate.

Skills and abilities

Fellowship Expert Committee members should have:

- Expertise and knowledge of academic career development
- Diplomacy and great people skills with the ability to work closely with and get the best from members of the Fellowship Review Funding Panels and Charity staff
- Strategic level experience, preferably gained at committee level

Personal attributes and behaviours

- A personal demeanour and presence that secures the trust and confidence of others quickly
- Strategic and entrepreneurial in approach with the ability to identify how the Charity can best support future leaders in musculoskeletal research
- The desire and ability to be a good advocate for research

Members are expected to:

- Contribute actively to the Research Expert Committee meetings expressing clear and, where appropriate, challenging, views.
- Contribute to strategic and policy discussions, defining goals and setting targets and evaluating performance against the agreed targets
- Conduct themselves with probity at all times which may include (amongst other things) claims for expenses incurred, gifts and hospitality received and disclosure of conflicts of interest

- Attend a mandatory diversity and inclusion workshop to develop an understanding of our vision for becoming a more diverse and inclusive charity.

Time commitment

The Fellowship Expert Committee will meet twice a year.

Members will be expected to take the role of Co-Chair of Versus Arthritis Review Funding Panels from time to time.

Commitment to attendance of these meeting times is required with allowance for preparation and reading of materials. There will be a requirement to occasionally take part in additional virtual meetings with Charity staff.

The majority of meetings will be on dates fixed more than six months in advance and timed to allow travel within most parts of the UK within a single day where required or through virtual media.

Remuneration

The role of Members of the Fellowship Expert Committee is unremunerated. Versus Arthritis will pay for reasonable out-of-pocket travel and subsistence expenses in line with the Charity's expenses policy.

Length of Appointment

Members of the Fellowship Expert Committee will be appointed for a term of three years.

Process & Timescales

Closing date for applications: **Ongoing**

How to register your interest

Please email:

- a comprehensive CV
- along with a supporting statement summarising your skills and experience

to: Glen Neal, Awards Governance Officer, awards@versusarthritis.org