Job description for Patient & Public Involvement Manager

Job title: Patient & Public Involvement Manager
Reporting to: Director of External Affairs
Salary: £46k - £50k FTE
Location: Remote, with office space in London available two days a week. Occasional travel is required
Contract: Permanent, 0.4FTE of 35 hours per week

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery and make a positive impact on health. With over 4,400 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives, to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery and public health.

Driven by our values and behaviours, we are a high-performing, ambitious and forward-thinking organisation, who value teamwork and collaboration. We encourage applications from individuals from all backgrounds who are inspired by our values and behaviours.

Scope and purpose of the role

The Patient & Public Involvement Manager will be responsible for the development, management and delivery of involvement activities for the Society to deliver on our current strategy. This role involves managing both the implementation of involvement plans to ensure meaningful two-way engagement with the public/patients within BSI activities, and running PPI services for a number of high-profile national immunology research consortia. Additionally, this role will co-ordinate the development of our new project to enhance healthcare worker knowledge of vaccines to help increase uptake.

The BSI has a growing PPI portfolio, and this role will play an important part in managing the delivery of these projects. You’ll be required to use your knowledge and expertise within the involvement sector to provide meaningful and impactful PPI engagement within cutting-edge research projects that have a real impact on public health. We’re looking for someone with excellent interpersonal skills and a passion for building trusted relationships to ensure meaningful two-way engagement between researchers and public representatives.

Specific duties and responsibilities

Strategic development

- Work with the Director of External Affairs to support the development, management and implementation of ambitious patient and public involvement plans that support the BSI’s mission and deliver on our current strategy
- Lead the development of grant proposals and other bids for funding for PPI services
• Manage and maintain a network of key external relationships with partners and work with the Director of External Affairs to maintain a thought leadership position within the sector

**Patient & Public Involvement**

• Develop and manage the delivery of BSI in house involvement plans to ensure meaningful two-way engagement with the public/patients within BSI activities. This includes:
  o Setting up and managing the ongoing activities of a virtual PPI forum
  o Build strong, trusted and productive relationships with the PPI representatives
  o Supporting BSI staff to effectively embed PPI within their projects

• Manage PPI and other engagement activities within our partner research consortia, ensuring that PPI is respected, relevant and effective. Responsibilities include:
  o Manage and deliver the involvement elements of projects, including through facilitating focus groups, PPI meetings, and developing bespoke resources.
  o Build strong, trusted and productive relationships with the PPI representatives
  o Be a champion for PPI within the projects and research teams
  o Work closely with appropriate partners/stakeholders to lead on successful implementation of PPI within the project
  o Manage the evaluation of projects to assess impact

• Work with the BSI Training Manager & PPI representatives to co-develop and deliver training for researchers on embedding PPI within research projects

• Champion PPI to the wider BSI membership and immunology community

**Specialist engagement activities**

• Design, manage and run ventures that develop training (and related resources) for healthcare workers/community champions to educate them about how vaccines work and how to answer commonly asked questions. Responsibilities include:
  o Create and deliver effective project work plans to specific timelines and budgets
  o Manage day-to-day operational aspects of the project, including leading on development of training content and identifying and briefing BSI members to take part in the projects
  o Work closely with partners to lead on effective and efficient implementation of the project
  o Facilitate the smooth running of training workshops
  o Oversee evaluation of the project to assess impact

**Other responsibilities**

• Undertake any other reasonable duties which may arise occasionally, and which are commensurate with the general level of the post and as requested by the Director of External Affairs

• Responsible for budgets within these areas of activity

• To represent the BSI at events and meetings with external organisations and stakeholders, including giving talks about our work

• Occasional national travel and occasional weekend working
**Person specification**

**Education and experience**

**Essential**

- Graduate or postgraduate
- Awareness of national PPI standards and guidance, knowledge of involvement methodologies and understanding the principles of building trusted relationships with communities
- First-hand experience of managing patient and public involvement initiatives in health research or service settings, including facilitating focus groups and PPI meetings
- Experience of working with a wide variety of community and stakeholder groups to build trusted and productive relationships
- Proven track record of working with PPI representatives
- Experience of advising on public involvement strategy
- Strong level of IT literacy

**Desirable**

- Knowledge of the public involvement landscape relevant to the immunology sector
- Knowledge of membership organisations and learned societies
- Budget management
- Experience of working with committees and partners

**Skills and capabilities**

**Essential**

- Excellent interpersonal skills, with ability to build relationships with wide variety of people from academics and healthcare workers and the public and PPI representatives
- Excellent written and verbal communication skills with the ability to communicate effectively in a wide range of media and to diverse audiences
- Excellent project management and organisational skills, with ability to work across multiple projects and overlapping deadlines
- Highly self-motivated, capable of working independently as well as collaboratively
- Professionally and confidently represent the organisation and our sector expertise with a range of contacts and presenting to audiences
- Highly developed negotiating and influencing skills, with the ability to pick up on individual sensitivities and deal with emotive situations when working with patients
- Confident facilitator
- Demonstrate positive and collaborative attitude to all aspects of work
- Ability to work autonomously without supervision, making decisions or requesting managerial support as appropriate
- Ability to move between details and the bigger picture

**Desirable**

- Experience of working in a science or healthcare environment
Disclosure and Barring Service Check
This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.
### BSI Values and Behaviours

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

We are:

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<tr>
<th>Ambitious and committed</th>
<th>Evidence-based and responsible</th>
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<tr>
<td>Solution focussed</td>
<td>Promoting science</td>
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<td>High performing</td>
<td>Creating a platform for experts</td>
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<td>Forward thinking</td>
<td>Championing immunology</td>
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<td>Determined</td>
<td>Act with integrity</td>
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<tr>
<td>Driven</td>
<td>Reflect and learn</td>
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<td>Realistic</td>
<td>Rigorous</td>
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<table>
<thead>
<tr>
<th>Collaborative and inclusive</th>
<th>Agile and energetic</th>
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<td>Compassionate and supportive</td>
<td>Courageous</td>
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<td>Fostering new partnerships</td>
<td>Acting decisively</td>
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<td>Valuing and seeking opinions</td>
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<td>Open minded</td>
<td>Proactive</td>
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<td>Respecting and promote diversity</td>
<td>Enthusiastic</td>
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<td>Communicate clearly</td>
<td>Empowering</td>
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