

Role Description: NIHR Cancer and Nutrition Collaboration Executive Committee Chair

The responsibilities of the Executive Committee Chair are as follows:

Strategic responsibilities

- To lead and provide strategic direction to the Collaboration's Executive Committee and activities.
- The Chair will hold responsibility for identifying and securing funding for the Collaboration
- The Chair will ensure patient and public representatives contribute substantively to discussions
- The Chair will represent the Collaboration at external events to build networks and promote the Collaboration

Operational responsibilities

- Chair will set the agenda for each meeting.
- Chair will ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Chair will make the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Chair will keep the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less.
- Chair will encourage broad participation from members in discussion by calling on different people.
- Chair will clarify and summarise key outcomes, decisions and actions resulting from the meeting.
- Chair will approve meeting minutes promptly for circulation to all members and key stakeholders.
- This post will be supported by the Deputy Chair of the Collaboration.

Person Specification

The Chair will:

- Have an interest in promoting better nutrition in relation to cancer
- Be an authoritative leader, in the biomedical field (if a scientific representative), or among the patient community or as a public representative
- Have the capacity to lead and provide strategic direction to the Collaboration's Executive Committee and activities.

Candidate Profile

Applicants are expected to be recognised nationally and/or internationally as leaders in cancer and/or nutrition research or practice.

The successful candidate is likely to have had significant experience of chairing relevant decision-making groups.

We do advise applicants to have permission and support from their host institution prior to applying.

Time commitment

This role may take up to about 8-10 days per year, with the potential for wider involvement across wider Collaboration activities. Executive Committee meetings, of which this position is the Chair of, take place every 4 months (up to 3 hours in duration). Management Committee meetings take place monthly (2 hours in duration), and this position is a member of this committee.

Duration

The initial term of the post will be for two years, with the possibility for extension for one further term.

Remuneration

The position of Executive Committee Chair is presently an honorary appointment without remuneration.

Application

Please send your CV and covering letter to cancer_nutrition@nih.ac.uk by Sunday 5th June. Interviews will be held remotely on Monday 20th and Wednesday 22nd June.