



## Candidate brief

### Fellowship Expert Committee Co-Chair (Academic/clinical)

#### Expert committees

Arthritis UK operates three expert committees, the Fellowship Expert Committee, the Fellowship Expert Committee and the Clinical and Care Expert Committee. The committees provide expert advice and insight to inform the work of the charity, assisting in planning, developing and undertaking activities to support research and fellowship awards, policy positions, and charity services. They assist the charity to consider insight from other Arthritis UK groups, committees, as well as sector and landscape intelligence. The committees are co-chaired by an expert with lived experience of arthritis and an academic/clinical expert.

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 and UK locations.

#### Fellowship Expert Committee

The Fellowship Expert Committee assists the Charity in planning, developing and undertaking activities that support the next generation of musculoskeletal researchers. It oversees the recommendation of career support awards through providing co-Chairs for research funding panels.

Members of the committee also undertake the role of Co-Chair of Arthritis UK research funding panels, which help the charity in making decisions about research funding applications.

The Fellowship Expert Committee constitutes members from with expertise through lived experience and scientific and clinical backgrounds such as discovery, translational, clinical and applied science across the types of arthritis.

## **Delegated authority**

The Expert Committees and research funding panels make recommendations to the charity's Chief Executive. The Chief 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.

## **Role of Fellowship Expert Committee Co-Chair**

The main duties for the Co-Chairs are to enable the committee to:

- Input expertise and insight for their respective areas and provide strategic advice to help the charity plan and prioritise new research activities, including our financial investments and influencing activities.
- Consider insight from other Arthritis UK groups, committees, sector and landscape intelligence.
- Help the charity engage and work with others through the identification of strategic partnerships to increase musculoskeletal research capacity in the UK.
- Advise the charity on the balance of research and career activities across the Arthritis UK portfolio.
- Help the charity's decision making around other research activities where appropriate.
- Take on the role of Co-Chair for research funding panel meetings.

## **Expectations of the Co-Chair**

- Lead the Fellowship Expert Committee meetings and liaise with the charity, giving clear advice and challenge.
- Lead strategic and policy discussions, and, as appropriate, define goals and targets and evaluate performance against them.
- Work with charity staff to appoint members of the committee.
- Attend a mandatory diversity and inclusion workshop to develop an understanding of our vision for becoming a more diverse and inclusive charity.
- Maintain confidentiality where required.

- Identify personal and member conflicts of interest and declare these to the charity.
- Always conduct themselves with probity, which may include management of claims for expenses incurred, gifts and hospitality received.

## **Skills and abilities of the Co-Chair**

- Excellent communication and facilitation skills with ability to listen to, respect and constructively facilitate the presentation of opinion, contributions and insights.
- Ability to create an environment that encourages input and maximises the contributions of all members of the committee.
- Ability to summarise collective commentary and articulate points for action.
- Diplomacy and people skills with the ability to work closely with and get the best from members of the committee and charity staff.
- Strategic level experience, preferably gained at committee level.
- Experience of reviewing research funding applications.

## **Personal attributes and behaviours of the Co-Chair**

- A personable demeanour and presence that secures the trust and confidence of others.
- A strategic and entrepreneurial approach, with the ability to identify how the charity can best support the future generation of musculoskeletal researchers.
- The desire and ability to be a good advocate for research.

## **Time commitment**

The Fellowship Expert Committee meets twice times a year. One meeting takes place in May/early June in our London office and one meeting takes place online in November. Meeting dates will be on dates fixed a year in advance and timed to allow travel within most parts of the UK within a single day where required.

To fulfil the duties of Co-Chair effectively, commitment to attendance of these meetings is required, and for additional on-line time with the charity staff for agenda setting and development of meeting materials, as well as personal preparation time. There may be occasional requirement to take part in additional virtual meetings with charity staff.

## **Current meeting schedule**

The next scheduled meeting of the Fellowship Expert Committee is an in-person meeting in London on 3 June 2026. Attendance as an observer (in person or by dial-in) as an incoming Co-Chair at this meeting would be strongly encouraged.

## Remuneration

The role of Co-Chair of the Fellowship Expert Committee is unremunerated. Arthritis UK will pay for reasonable travel and subsistence expenses in line with the charity's expense policy.

## Length of Appointment

The role of Co-Chair of the Expert Committee will be appointed for a term of three years for a maximum of two terms.

## How to register your interest

Please email:

- a comprehensive CV (max 3 pages),
- a supporting statement summarising your skills and experience (max 400 words)

to: Joy Tilbrook, Events Administration Officer, [executiveadmin@arthritis-uk.org](mailto:executiveadmin@arthritis-uk.org)

Closing date for applications: **28 January 2026**

Online Interviews to be held: **early February 2026**