



Appendix A: Patient & Public Group Coordinator Job Description

Overview of the role

The role contributes to the International Severe Acute Respiratory and emerging Infection Consortium (ISARIC) funded projects at Ziauddin University. The Patient & Public Coordinator will play a key role in ensuring meaningful involvement of patients, families, and communities across the research lifecycle of all ISARIC projects, from study design to dissemination. The postholder will support researchers and community partners to co-develop strategies, materials, and initiatives that enhance the quality, inclusivity, and impact of health research.

Overview of responsibilities and duties

The individual is expected to dedicate 20 hours each week to the role at Ziauddin University. Responsibilities include:

- Support the establishment of a PPIE group to guide involvement and engagement activities at Ziauddin University, including recruitment of members, initial orientation, and defining group objectives.
- Develop and maintain a plan for PPIE activities aligned with project milestones and research needs.
- Coordinate regular meetings and activities of the group, ensuring good communication and participation.
- Serve as the main point of contact between the research team and PPIE group members.
- Support the planning and facilitation of discussions, workshops, and feedback sessions.
- Help researchers incorporate the group's input into study documents, recruitment strategies, and dissemination plans.
- Draft and share meeting agendas, minutes, and follow-up action points.
- Maintain regular communication with group members through email, messaging platforms, or newsletters.
- Keep updated membership records, contact lists, and schedules.
- Support the co-development of accessible documents such as consent forms, participant information sheets, and summaries.
- Collect and document feedback from group members to inform project decisions and demonstrate impact.
- Organise meeting logistics, including scheduling, venue or online setup, and refreshments.
- Assist with processing reimbursements or honoraria for PPIE members when applicable.
- Prepare brief progress summaries or updates for funders, ethics committees, or institutional reports.
- Promote inclusion by encouraging participation from people with diverse backgrounds and experiences.
- Collaborate with communications teams to share updates and outcomes from group discussions.
- Ensure that all PPIE activities are conducted ethically, respectfully, and in line with institutional policies.

Selection Criteria

- Bachelor's degree in health sciences, social sciences, communications, or a related field.
- Demonstrated experience coordinating or supporting PPIE or community engagement in research.
- Strong interpersonal and communication skills, with the ability to work collaboratively across disciplines and cultures.
- Excellent organisational skills with ability to manage multiple priorities and deadlines.
- Experience engaging with diverse stakeholders, including patients, carers, and community representatives.
- Proficiency in Microsoft Office and online communication platforms (Teams, Zoom, etc.).

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