# DRSG Chair Role description

**About Diabetes UK**

As the UK’s leading charity for people living with diabetes, we strive to achieve a world where diabetes can do no harm. We’re here to improve the lives of people living with and at risk of diabetes and seek to cure or prevent diabetes. One way in which Diabetes UK strives to achieve this goal is through the funding of high-quality of research, with the priorities of people living with diabetes at the heart of everything we do.

**About the Diabetes Research Steering Groups**

The Diabetes Research Steering Groups (DRSGs) are made up of researchers, healthcare professionals and people affected by diabetes. There are seven DRSGs, each focussing on a specific area of diabetes research. Together, members work collaboratively to identify priority areas of unmet clinical or research need and stimulate research in those areas to make the greatest possible difference to the lives of people affected by diabetes.

**Duties**

The Chair will:

* Lead work to identify research gaps and priorities, both within the group and in collaboration with external stakeholders, and prepare a roadmap for the DRSG area
* Support and facilitate the development of new study proposals both within the DRSG and in collaboration with researchers outside of the DRSG
* Monitor the progress of the DRSG and report to the DRSG Leadership Panel twice a year
* Propose membership of the group, suggesting any gaps in expertise and ensuring that experts by experience are central to the work of the group.
* Work closely with the Diabetes UK DRSG team on the progression of group priorities

**Qualities**

The Chair must have strong leadership skills and be an excellent communicator. Specifically the Chair must be able to demonstrate the following:

* Clinical/research expertise and achievement of academic excellence in the remit of the DRSG that they are applying for
* A clear commitment to supporting the involvement of people living with diabetes in the DRSG process
* Previous experience of chairing research meetings effectively
* A track record of promoting collaborative research in diabetes
* Enthusiasm and commitment to translating research into benefit for people living with diabetes
* A commitment to confidentiality and a willingness to declare any conflicts of interest

**Membership term**

* The term will be for three years in the first instance which can be extended by an additional three years with agreement from the Management Committee and Diabetes UK
* At the end of a term of membership a three-year period must elapse before a Chair can reapply for a further term on the same DRSG. Exceptions to this, should they arise, will be reviewed on a case-by-case basis by the DRSG team and Diabetes UK
* Chairs who are investigators on key studies that have been developed through the DRSG and whose term of office expires before the study has been completed will be asked to maintain contact with the group through the submission of written reports

**Remuneration**

The Chair will:

* Undertake the Chair position on a voluntary basis.
* All reasonable expenses that arise from attending face to face meetings will be reimbursed, subject to the Diabetes UK expense policy. This includes: travel, food and drink and accommodation. More detailed information about the process of reclaiming expenses can be provided by Diabetes UK DRSG Team.

**Declaration of interests**

The DRSG Chairs will be required to declare, in a declaration of interests register, if they have any interests that might conflict with the work of the DRSG. A conflict of interest will not necessarily stop individuals from being a member of a group; however, it may mean that they cannot take part in some discussions or decisions.

**Selection process**

* DRSG Chairs will be appointed through open competition. Positions will be advertised widely and will be open to all members of the UK diabetes research community through established communication routes (e.g. websites, Update, Newsletters) and professional bodies as appropriate to reach a wide coverage of the relevant audience.
* Applications, in the form of a CV, together with an application form will be submitted to the Diabetes UK DRSG Team at [drsgs@diabetes.org.uk](mailto:drsgs@diabetes.org.uk) by the August 8th, 2025. The supporting statement should specifically address the qualities outlined above.
* A selection will review the applications using scoring criteria and following an interview will recommend the appointment of Chairs.
* Applicants will be notified of the decision by way of email or letter from the Diabetes DRSG Team.