

Macmillan Q Lab

Individual Contributor Role

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Application process and timeline

How to apply – step by step

Step 1: Read this Individual Contributor role guide along with the information pack

(Available on the Macmillan Q Lab webpage [Macmillan Q Lab | Macmillan Cancer Support](#))

Make sure you understand what we're looking for and whether you would be a good fit.

Step 2: Complete the Application form

Link to the online Application form to complete: [Macmillan Q Lab Individual Contributor - Application Form](#)

 Important – Please read before starting

We do not expect or recommend that anyone completes the Application form directly online in one go. This is because the online form does not automatically save your progress. If you close your browser or lose your internet connection, any unsubmitted work will be lost. We recommend that you complete the following steps:

1. Download the Word version first (available on the Macmillan Q Lab webpage [Macmillan Q Lab | Macmillan Cancer Support](#))
2. Complete your answers offline – this allows you to save, review, and share your responses with colleagues
3. Copy and paste your final answers into the online form only when you are ready to submit

The Application form includes questions about:

- Contributor Principles
- Your details
- Interest and experience

EDI Monitoring form

To enable us to monitor and improve the effectiveness of equality, diversity and inclusion in our recruitment process we will ask you questions about your age range, religion, ethnic group, socio-economic group, sex, gender, sexuality, and health. These questions are optional and you can select "Prefer not to say" as your answer to each of these questions.

<tick> Please tick if you are happy for Macmillan to use any information you choose to share in this way.

By submitting this form, you consent to us using your details to email you when application information is available and Macmillan Q-Lab launches. We promise to keep your details safe and never sell or swap them with anyone. Our privacy policy <https://www.macmillan.org.uk/privacy-policy> explains how we keep this promise.

Step 3: Submit by the deadline

Please submit your form via the online form by 11.45pm on **7th of October**.

We will send you an automatic confirmation email once we have received your Application form.

Step 4: Assessment of Application forms

Assessment period: 12th October – 9th November 2026

During assessment, we might contact you to:

- Make sure we have properly understood something in your form
- Ask for more information about something you have written

This is a normal part of the process – it doesn't mean there's a problem with your form. Please make sure you can respond to any queries during this period. If you are not available, just let us know in advance.

Step 5: Decision-making

Contributors will be selected to ensure diverse representation across those with lived experience of cancer, diverse communities, backgrounds, professional expertise and perspectives across England and the devolved nations.

A decision-making panel will review all applications and make final decisions.

Step 6: Outcomes communicated

If you're **successful**, we will send you:

- A copy of the Macmillan Cancer Support supply of services agreement
- Invitation to the onboarding call and workshops

If you're unsuccessful, we will send confirmation by email.

Who can apply

There are two types of individual contributors:

1. People who have expertise from lived experience of cancer or from caring for someone with cancer.
2. People who have professional expertise.

Any contributor must be based in the UK and able to commit to the time required to participate fully in the Lab.

We welcome applications from:

- People with lived experience of cancer.
- People affected by cancer (carers)
- Healthcare professionals
- People from grassroots organisations working with people who are affected by cancer.
- People with a background in data and insight.
- People with practical knowledge around community engagement.
- People with a policy background.

If you have other experience not listed here, please do apply.

We particularly encourage the involvement of people from ethnically diverse communities, disabled people, LGBTQIA+ people, and those living with other long-term conditions.

Expenses

All contributors:

Costs associated with workshop attendance will be covered by Macmillan - please contact the Macmillan Q Lab Team via email: QLabMacmillan@macmillan.org.uk

People with lived experience, carers and patient voices:

- In recognition of your contribution to the Macmillan Q Lab programme, you will receive £1000, split into 2 payments.

- For any full-day workshops (either online or in person) attended, you will also receive £185.
- All payments will be received via BACS payment.

Contributor Tax Responsibilities:

Contributors are responsible for understanding how payments may affect their tax or benefit entitlement. Contributors must declare taxable income to HMRC and may therefore choose to accept the recognition amount, accept a lower amount, or not accept financial recognition at all.