

The British Dietetic Association Volunteer Role Descriptor Events Officer; Autism Sub Group

Aims and Objectives of the Group

- To support dietitians who work with children and adults with autism.
 - To improve BDA members' awareness of ASD and dietary related issues.
 - To provide evidence based education and advice to non-specialists and specialists in autism through study days, meetings and a network of experts who can be contacted for advice.
 - To develop links with different organisations working with autism, e.g. Research Autism and National Autistic Society.
 - To champion the role of dietitians in supporting those with ASD amongst those with ASD and other professionals.
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What the role has to offer

As the sub group Events Officer, you will work closely with the committee to organise and deliver study days, webinars and CPD to sub group members. Using your knowledge of hot topics, strategic developments and practice you'll work with your committee to develop relevant events to deliver a valued member resource.

We don't expect you to do it alone; as Events Officer you'll work closely with the Chair and the sub group committee and with the support of the BDA staff team to deliver your sub group aims and objectives.

Through this role you will gain event management, organisation, communication and project management skills, which can translate directly into career development. It will also give you an opportunity to work with colleagues across your locality, building networks, sharing knowledge and skills.

Main tasks and responsibilities

- Work closely with your committee to plan and co-ordinate study days, webinars and CPD events.
 - Work with the sub group Treasurer to plan an event budget, setting income and expenditure.
 - Plan the event programme, working with the committee and members on ideas for topics and speakers.
 - Work closely with the Sponsorship Officer develop sponsorship opportunities.
 - Work with the Social Media Officer and Website Officer to utilise BDA and branch communication channels to market the event.
 - Work with the BDA to sign the appropriate contracts for event spaces, merchandise and any other associated contracts.
 - Work closely with the BDA's Volunteering Team, seeking advice and guidance where needed.
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Training, support and resources

As the Events Officer you'll work with the Volunteering Team who offers support, guidance and advice to the Events Officer. Support for this role is offered by key committee members including the Chair, Treasurer, Social Media Officer, Sponsorship Officer and Website Editor who work as a team to set event strategy, determine priorities and lead the committee to success.

We have a variety of resources, tools and training available to support this role including:

- Full induction with BDA staff and a full handover from the previous Events Officer.
- Training and development opportunities to help build personal and professional skills including workshops, webinars and the BDA's annual volunteer conference.
- Access to our volunteer handbook and Volunteer Hub providing a range of resources and guidance.
- Regular communications including a monthly volunteer ezine with BDA updates and opportunities.
- Networking with other volunteers through events, webinars and access to our volunteer forums.

Length of service and commitment

You will be elected for a two-year term of office and hope that you will be able to stay in the role throughout this term. There is the option to extend for an additional two-year term. We hope that reasonable notice would be given if you are no longer able to fulfil this role, as we appreciate that circumstances can change.

There are a number of training and development opportunities available, including a detailed induction with BDA staff and governance training to be undertaken upon commencement of each term.

Committee meetings are held regularly and can be attended virtually if required. There is a varying and flexible amount of work in between meetings which is dependent on the strategy, workplans and projects agreed to by the committee.

The sub group holds a minimum of one event for members a year which includes the Annual General Meeting. It is typical for the committee to attend these events.

Recruitment method

To apply for this role please submit a nomination form and a copy of your CV via <https://www.bda.uk.com/news-campaigns/get-involved/volunteers/volunteering-opportunities.html>

Nominees must be a member of the group and provide the names and signatories of two BDA members to support their nomination.

If you would like an informal, confidential discussion about the role and the nomination process, please contact Roy Bustin at r.bustin@bda.uk.com.
