

The British Dietetic Association Volunteer Role Descriptor Website Editor; South Wales Branch

Aims and Objectives of the Branch

- Provide educational opportunities to Dietitians to support Continuous Professional Development.
 - Provide a forum for Dietitians to meet and network.
 - Act as a source of communication between the BDA and local members.
 - Promote the sharing of information and examples of best practice.
 - Promote the role of the BDA in the South Wales region, including recruitment and retention of members.
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What the role has to offer

As the Website Editor, you will be responsible for keeping your branch webpages up to date with clear, consistent and useful content. You will have the help of your committee to develop, create and edit relevant content for branch members, creating and maintaining a valued member resource. Using BDA communication channels to share your committee's work, events, resources and projects.

You will have an overview of the strategic developments affecting the region, using your knowledge and skills to represent branch members interests and provide education.

We don't expect you to do it alone; you'll be supported by the Webmaster team and the Volunteering Team who provide training to prepare you for this role as well as ongoing support and guidance. You'll have the support of the committee to plan content and provide information.

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

Main tasks and responsibilities

- Overall responsibility for maintaining branch web pages on the BDA website.
- Ensure content is up to date and relevant.
- Co-ordinate the committee to create content for the branch web pages.
- Work closely with the BDA's Volunteering Team and Webmaster Team, seeking advice and guidance where needed.
- Use BDA communication channels and newsletters to promote the work of the branch.
- Work with the BDA Webmaster Team to develop website layout and structure where needed.
- Attend Web Editing training upon commencement of the role and refresher training where needed. Use the Volunteer Hub to keep up to date with new features and developments of the website.
- Where relevant support the committee in delivery of branch projects.

Training, support and resources

As the Website Editor you'll work closely with the Volunteering Team and the Webmaster Team who offer support, guidance and advice to the Website Editor. Support for this role is offered by key committee members including the Social Media Officer and Events Officer who work as a team to promote the work of the branch.

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

- Induction with BDA staff and a full handover from the previous Website Editor.
- 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 Hub with a wide range of website editing tools and resources.
- Regular support and advice from the Webmaster Team.
- Website Editing training to help you build skills.
- Access to our volunteer handbook 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 branch 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.
