

The British Dietetic Association Volunteer Role Descriptor Education Officer; Learning Disabilities Sub Group

Aims and Objectives of the Group

Aims: To raise awareness of the dietetic needs of the Learning Disabilities population and to reduce diet related physical health inequalities. To raise the profile of dietitians working with this client group and provide support and guidance to this network. To represent dietetics within stakeholder and multi-disciplinary and multi-agency forums.

Objectives:

1. To inform and resource dietitians working with people with learning disabilities, both within the LD specialism and within all other areas of dietetics. To raise awareness of the dietetically related health inequalities and associated factors including the implementation of reasonable adjustments.
 2. To provide a learning forum for dietitians working within the LD Dietetics specialism by means of confidential case discussion, shared best practice, literature reviews, CPD opportunities, peer supervision and networking.
 3. To provide a developmental forum for the specialism by means of regular strategy meetings.
 4. To provide expert advice and resource for dietitians practicing within all specialisms when working with a person with a learning disability.
 5. To influence and promote the role of a dietitian in the health and social care sector to help raise awareness the impact of dietitians can make on this client group and reduce the health inequalities of the LD population.
 6. To provide an expert voice within the BDA on the dietetic needs of the LD population.
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What the role has to offer

As the sub group Education Officer, you will work closely with the committee to develop education, resources [and research] opportunities for group members. You'll use your expertise to guide and shape the groups education strategy, working with the BDA's Education, Practice and Policy Team to contribute to the BDA's education work.

You'll work with the committee to develop group resources and educational materials for members and the public, collaborating with organisations to influence and develop external resources. Through this role you'll develop an overview of the strategic developments affecting the specialist group from both within the BDA and externally to the profession. Using your knowledge and skills to represent sub group members interests, advocate for the learning disabilities specialism and the dietetic profession as a whole.

We don't expect you to do it alone, as the Education Officer you'll work closely with 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 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 speciality, building networks, sharing knowledge and skills.

Main tasks and responsibilities

- Overall responsibility for the group's education strategy.
- Co-ordinate the committee and group members to create education resources for members and, where relevant, the public.
- Collaborate with internal and external stakeholders to influence and develop resources.
- Ensure all resources are regularly reviewed and updated in line with BDA policy.
- Ensure all resources comply with BDA standards policy and, seeking endorsement where relevant.
- Work closely with the BDA's Volunteering Team and Education, Practice and Policy Team, seeking advice and guidance where needed.
- Collaborate with the Website Editor and Social Media Officer to promote the education work of the group and new resources through BDA communication channels.
- Co-ordinate the committee's responses to NICE, contributions to PEN and the research symposium.

Training, support and resources

As the Education Officer you'll work closely with the Volunteering Team and the Education, Practice and Policy Team who offer support, guidance and advice to the volunteer. Support for this role is offered by key committee members who work as a team to promote the work of the group.

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 volunteer.
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.
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 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 to volunteers@bda.uk.com. 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 Briony Caffrey at learningdisabilities@bda.uk.com.
