

The British Dietetic Association Volunteer Role Descriptor

Events Officer; Optimising Nutrition Prescribing Specialist Group

Aims and Objectives of the Group

- Organise and facilitate annual events to offer a range of relevant CPD opportunities for our members and the wider dietetic workforce, including dietetic students
 - Apply for funding and awards for research, professional development and other relevant learning events to support our members
 - Produce and facilitate communication and education opportunities for our members to champion safe, effective and sustainable nutritional care pathways, using the food first approach, social prescribing and/or nutritional products where clinically indicated
 - Produce regular newsletters for our members to keep them up to date with the latest news and developments in our area of work
 - Develop and monitor safeguarding measures to support effective online forum use for sharing best practice, resources and ideas
 - Produce and organise communication and training to support and empower our members to be intelligent in the way analytics and existing technologies are used to deliver best possible services
 - Use membership events and social media to provide opportunities for networking with experts, specialist groups and other dietitians working in Nutrition Prescribing Optimisation across the UK
 - Reach out and collaborate with higher education institutions to promote education of dietetic workforce in areas of medicines and prescribing optimisation
 - Use social media and other communication channels to promote our group as a reliable source of expertise and intelligence to all relevant stakeholders, including but not limited to healthcare professionals, ACBS committee, wider dietetic workforce, clinical commissioners, governments, higher education institutions, NHS bodies, industry, etc
 - Work with the BDA and the wider membership to contribute to the development of relevant resources and policies
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What the post has to offer

As the specialist group Events Officer, you will work closely with the committee to organise and deliver study days, webinars and CPD to 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.

You'll work with the committee to 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 specialist group members interests, advocate for the specialism and the dietetic profession as a whole.

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

Through this position 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 specialty, 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 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 to develop sponsorship opportunities.
- Work with the Social Media Officer and Website Officer to utilise BDA and group 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 Volunteer Manager, seeking advice and guidance where needed.

Training Support and Resources

As the Events Officer you'll work with Volunteer Manager who offers support, guidance and advice to the postholder. 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 postholder.
- The BDA offers a bespoke service level agreement package to help committees manage their events. With agreement from the committee the postholder is able to use this service, working with the Events Team to plan and manage group events.
- 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.

Appointment method

To apply for this role please submit a nomination form by 27 February 2024. 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 Sarah Britton or Heather Nunn at prescribing support@bda.uk.com.
