

The British Dietetic Association volunteer position

Events Officer; Critical Care Specialist Group

Aims and Objectives of the Group

- To support and guide critical care dietitians in career development throughout the professional framework by providing development opportunities, mentoring support and role modelling.
 - To provide educational opportunities for clinical, professional and personal development, including courses, events and grants.
 - To foster a supportive and collaborative internal network (members) that creates opportunities and encourages participation from all levels of critical care dietitians.
 - To promote and develop an active external network that raises the profile and visibility of critical care dietitians, including partnerships and other organisations.
 - To signpost to, develop and share resources for critical care dietitians based on up to date, evidence-based practice and the most recent research.
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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 critical care dietetic 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, Vice 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 duties 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, Resource Officer and committee 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 Officer (Groups and Branches), seeking advice and guidance where needed.

Training Support and Resources

As the Events Officer you'll work with Volunteer Officer (Groups and Branches) who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Chair, Vice 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.
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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 six times a year, plus two goal setting meetings, all of which are attended virtually. There are often additional meetings to allow for development of projects you may be working on, or to discuss specific CCSG projects (e.g. CCSG events). 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. It is recommended to obtain support from your manager to fulfil this role, and as such would recommend this be one of your work objectives with protected time within work to complete some duties of the role and attend meetings. It is not uncommon for duties to be completed within personal time, however, to maintain wellbeing and a work-life balance, we would recommend that as much as possible is completed within work time.

The specialist 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 all the CCSG events.

Appointment method

To apply for this role please submit a nomination form on the BDA [website](#) by 11/10/26. Nominees must be a member of the Critical Care Specialist Group and provide the names and signatories of two BDA members to support their nomination.

If you would like an informal discussion about the role and the nomination process, please contact us at criticalcare@bda.uk.com.

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