Role Profile for Dietetic Support Worker Representatives on the Country Boards of the BDA (Country Board Dietetic Support Worker Representative)

Applicable to Northern Ireland, Wales, Scotland and England Country Board members

1. Purpose of Role

The overarching purpose of the role is:

a) To contribute to the work of the Country Board, supporting the dietetic profession and the BDA in one of the four nations of the United Kingdom
b) To represent the dietetic support workforce on the Country Board, bringing a support worker perspective to the discussions and decisions of the Country Board
c) To take an active part in the work programme of the Country Board
d) To gain experience that supports the post holder's own learning, career development and progression.

2. Essential Criteria

The Country Board Dietetic Support Worker Representative will be a member of the British Dietetic Association who works as a dietetic support worker in the relevant Country. They will be a full voting member of the Country Board.

3. Key Tasks

The Country Board Dietetic Support Worker Representative is expected to:

Contribute to the Country Board:

- Take a full and active part in Country Board discussions and decision making, in line with BDA strategy and direction
- Represent the support workforce on the board, sharing a perspective on the role and the issues affecting support worker members
- Contribute to discussions that could affect and benefit the support workforce
- Support the promotion of BDA membership in the country, particularly among dietetic support workers
- Help promote the work of the BDA and the roles and work of dietitians and dietetic support workers
- Contribute to the development and delivery of the Country Board work plan

Represent the BDA and the profession:

- Represent the BDA and the Country Board to the support workforce and, where asked, support the BDA at events and meetings in the country
- Together with the rest of the Country Board, provide leadership to the profession, helping to make sure the BDA supports and develops a growing and innovative healthcare profession
- Share news and opportunities from the board with support worker colleagues, and bring their views back to the board

Support the work of the board:

- Support consultations with BDA members, particularly support worker members, in partnership with the relevant BDA officers and volunteers
- Keep up to date with policy, political and workforce matters relevant to the support workforce in the country
- Help identify opportunities for the support workforce to contribute
- Support the BDA staff team in responding to policy matters and consultations as they arise

Take part in the work of the board:

- Attend the meetings of the Country Board (a minimum of three per year) and build effective relationships with the other Country Board members
- Contribute to the Country Board work plan and support the work needed to achieve its objectives
- May be asked to lead on specific pieces of work on behalf of, or with the Board and in agreement with the Country Board Chair

4. Skills and Competencies of the Role Holder:

Knowledge and Qualification	**Essential**	**Desirable**
BDA member	✓	
Works as a dietetic support worker (for example a dietetic assistant, dietetic support worker or assistant practitioner)	✓	
Works in the country for the relevant Board	✓	
Knowledge of and commitment to equality, diversity and inclusion	✓	
Understanding of the role of the dietetic support workforce and the issues affecting it	✓	
A relevant health or nutrition qualification, or working towards one (for example an apprenticeship)		✓
Knowledge of good governance and best practice		✓
Knowledge of membership bodies and Trade Unions		✓
Understanding of health policy in the relevant country		✓
Demonstrable Experience		
Working within a team, service or committee	✓	
Working alongside dietitians to support the delivery of dietetic services		✓
Working within a governance board or committee environment		✓
Partnership working across different staff, volunteer and governance teams, or across functions within a business		✓
Sharing information with colleagues or representing their views		✓
Working with communications or PR functions or being a nominated spokesperson, especially within a dietetic or human nutrition environment		✓
Person Specification - the ideal post holder will demonstrate:		
Behaving in a way that is consistent with the seven Nolan Principles of public working	✓	
A collaborative approach	✓	

A willingness to learn and develop in a board role	✓	
The confidence to share the views of the support workforce constructively		✓
Intellectual flexibility and the ability to think analytically and creatively		✓
The ability to constructively challenge thinking and decision making		✓

5. Time Commitment:

There are normally four meetings per year, some face to face and some virtual. The Country Board Dietetic Support Worker Representative will also need to spend some time on ad hoc matters such as emails, working groups, reading papers and leading or contributing to projects as agreed.

6. Term of Office:

The Country Board Dietetic Support Worker Representative is recruited for a period of three years with the opportunity to serve a maximum of two terms of office.

7. Remuneration:

All reasonable expenses incurred will be reimbursed, including travel to in-person meetings. This is a voluntary role and no fee is paid.

8. Induction:

Induction, training and mentoring will be provided by the BDA. Support is available for anyone who is new to a board role.