

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

---

### Aims and Objectives of the Branch

**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.
- 

### What the role has to offer

As the Sponsorship Officer, you will work closely with the committee to coordinate sponsorship for study days, webinars and CPD events. You will work very closely with the Events Officer, Treasurer, BDA Partnerships Team and other members of your committee to develop sponsorship ideas, contacts and opportunities for your sub group events.

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; as the Sponsorship Officer you'll work closely with the Events Officer, Treasurer, sub group committee and with the support of the BDA staff team to deliver your branch aims and objectives.

Through this role you will gain finance, 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 region, building networks, sharing knowledge and skills.

---

## Main tasks and responsibilities

- Secure sponsorship to support your sub group events.
  - Work closely with your committee to develop contacts, ideas and leads for sponsorship.
  - Work with the branch Treasurer and Events Officer to plan an event budget, setting income and expenditure.
  - Manage the relationship with partners and sponsors prior, during and after the event.
  - Work closely with the BDA Partnerships Team seeking advice and guidance where needed.
- 

## Training, support and resources

As the Sponsorship Officer you'll work with the Volunteering Team and the Partnerships Team who offer support, guidance and advice to the Sponsorship Officer. Support for this role is offered by key committee members including the Chair, Treasurer and Events Officer 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 Sponsorship Officer.
  - 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 sponsorship opportunities.
  - 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.

The sub 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](mailto: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](mailto:learningdisabilities@bda.uk.com).

---