

The British Dietetic Association volunteer position – Website Editor

Role

Website Co-ordinator, Freelance Specialist Group

Aims/Objectives of the Group

- To facilitate dietitians working in freelance roles to employ best, evidence-based practice
- To act as a voice of professional expertise for and on behalf of freelance dietitians
- To encourage and enable continued educational development of all our members
- To promote the benefits of the dietitian's role working in Freelance
 - To ensure the financial security and sustainability of the Freelance Specialist Group

What this post has to offer

This is an important role within the Group, to ensure that the Group website content is clear and consistent in terms of messaging and design. As the web editor you will ensure that the group's web pages are up to date and relevant for members. This may involve writing, editing and updating the web pages of the Group on the BDA website.

You will work closely with your committee to plan content, add events and announcements and to ensure that the group forum is active. Support and training is available through the BDA webmaster team and the BDA Volunteer Officer.

Through this position you will gain communication, writing, web editing 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, sharing knowledge and skills.

Main tasks/responsibilities

- Overall responsibility for your Group or Branch web pages on the BDA website
- Ensure content is up to date and relevant
- Write and edit content for your Group or Branch web pages
- Undertake online training to edit and create web pages
- Work with committee members to maintain sections relevant to their roles e.g. Postgraduate training, resources, CPD
- Work with the BDA Webmaster Team to develop website layout and structure where needed

Level of commitment

Committee meetings are held up to 4 times a year, plus a varying and flexible amount of work in between times. The Group holds events for members, one of which will include the Annual General Meeting.

A Website Editor is elected to the role for a two-year term of office and should serve no more than two consecutive terms of office. However, you can give reasonable notice to end your volunteering if you are no longer able to fulfil your role.

Main times of volunteering

Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Group events usually take place on weekdays.

Training and support offered

- The BDA has a designated member of staff supporting Groups and Branches in the delivery of their work. Individualised support can be offered to suit the member
- Group Handbook, templates and resources
- Volunteer hub with resources, guidance and help by role
- Individual induction, handover and training at convenient location and time for you
- Participation at the Groups and Branches networking day (held once a year)