

## The British Dietetic Association volunteer position – Sponsorship Officer

<p><b>Role</b></p> <p>Sponsorship Officer, Freelance Specialist Group</p>
<p><b>Aims/Objectives of the Group</b></p> <ul style="list-style-type: none"> <li>• To facilitate dietitians working in freelance roles to employ best, evidence-based practice</li> <li>• To act as a voice of professional expertise for and on behalf of freelance dietitians</li> <li>• To encourage and enable continued educational development of all our members</li> <li>• To promote the benefits of the dietitian's role working in Freelance</li> <li>• To ensure the financial security and sustainability of the Freelance Specialist Group</li> </ul>
<p><b>What this post has to offer</b></p> <p>This is a vital role within the Group, co-ordinating sponsorship for your groups CPD, networking and events. You will work very closely with the Events Officer and other members of your committee to develop sponsorship ideas, contacts and opportunities for your events. By becoming involved with a BDA Specialist Group you will have the opportunity to pursue your dietetic interests and gain practical experience. Through this position you will gain organisation, financial, communication and project management skills, and develop external relationships which can translate directly into career development. It will also give you an opportunity to work with colleagues within your speciality, sharing knowledge and skills.</p>
<p><b>Main tasks/responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for co-ordinating sponsorship for the Group study days and online events</li> <li>• Work with the Treasurer and Event Officer to plan a sponsorship target for events, ensuring that all income targets are met</li> <li>• Works closely with your committee to develop contacts, ideas and leads for sponsorship</li> <li>• Work with the Events Officer to develop sponsorship and partnership proposal for the event and approach relevant companies and organisations</li> <li>• Manage the relationship with partners and sponsors prior, during and after the event</li> <li>• Manage the relationship with the BDA partnerships team and Volunteer Officer to seek advice, best practice and help where needed</li> </ul>
<p><b>Level of commitment</b></p> <p>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.</p> <p>A Sponsorship Officer 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.</p>
<p><b>Main times of volunteering</b></p> <p>Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Group events usually take place on weekdays.</p>
<p><b>Training and support offered</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Group Handbook, templates and resources</li> <li>• Volunteer hub with resources, guidance and help by role</li> <li>• Individual induction, handover and training at convenient location and time for you</li> <li>• Participation at the Groups and Branches networking day (held once a year)</li> </ul>