

The British Dietetic Association volunteer position – Resources Officer

<p>Role</p> <p>Resources Officer, Freelance Specialist Group</p>
<p>Aims/Objectives of the Group</p> <ul style="list-style-type: none"> • 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
<p>What this post has to offer</p> <p>As the Resources Officer you will have the opportunity to develop resources, guidance and support for Freelance Group members. Working closely with your committee and the wider group membership you will plan, develop and coordinate the production of resources to support group members in their practice.</p> <p>There is significant scope to shape your individual role based on the needs of the group and this role offers the flexibility to try new approaches.</p> <p>Through this position you will gain communication, writing 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.</p>
<p>Main tasks/responsibilities</p> <ul style="list-style-type: none"> • Plan, develop and produce new resources to support group members in their practice • Ensure all resources are regularly reviewed and updated in line with new policy • Ensure all resources comply with BDA standards and policy • Recruit members to carry out review and development of new resources • Work with closely the BDA Volunteer Officer and Education Team to coordinate work across the BDA • Work with the group Treasurer to secure appropriate funding, where needed, for resource development
<p>Level of commitment</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 Resources 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>Main times of volunteering</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>Training and support offered</p> <ul style="list-style-type: none"> • 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)