

The British Dietetic Association volunteer position – Events Officer

Role

Events Officer, 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 a vital role within the Group, co-ordinating CPD, networking and events for members. You will work very closely with your committee to develop CPD opportunities for your members. 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, event management, communication and project management skills, 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.

Main tasks/responsibilities

- Responsible for planning and co-ordinating the Group study days and online events
- Work with the Treasurer to plan an event budget, ensuring that all income and expenditure targets are met
- Plan the programme, working with the committee and Group members on ideas for topics and speakers
- Work with the Sponsorship Officer to develop sponsorship and partnership proposal for the event and approach relevant companies and organisations
- Manage the relationship and work with the BDA office events administrator and ensure the service agreement is met in regards to venue, speaker/sponsor liaison, marketing, logistics, delegate registration, finances and on-site management of the event
- Work with the PR/Communications Officer to utilise BDA and Group communication channels to market the event
- Co-ordinate committee members to support events

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 Events 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.

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)