

The British Dietetic Association volunteer position

Resources Officer; Freelance Specialist Group

Aims and 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
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What the post has to offer

As the specialist group Resources Officer, you will work closely with the committee to develop resources, guidance and support for specialist group members. Working 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. 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.

Through this role you'll develop an overview of the strategic developments affecting the specialist group from both within the BDA and externally to the profession. Using your knowledge and skills to represent specialist group members interests, advocate for the specialism and the dietetic profession as a whole.

We don't expect you to do it alone, as the Resources Officer you'll work closely with the specialist group committee and with the support of the BDA staff team to deliver your specialist group aims and objectives.

Through this position you will gain 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 speciality, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Co-ordinate the committee and group members to create resources for members and, where relevant, the public.
 - Ensure new resources comply with BDA standards policy and endorsement process.
 - Ensure resources are regularly reviewed and updated in line with BDA policy.
 - Work closely with the BDA's Volunteer Officer (Groups and Branches) and Education, Practice and Policy Team, seeking advice and guidance where needed.
 - Collaborate with the Website Editor and Social Media Officer to promote new resources through BDA communication channels.
 - Where relevant, collaborate with external stakeholders to develop and influence resources.
 - Work with the BDA Accounts Team and group Treasurer to create and manage project budgets.
 - Recruit members to carry out the review and development of new resources.
 - Ensure all Group resources have the correct branding and logos, as detailed in the BDA branding guidelines and work with the BDA Design Officer to review any design work.
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Training Support and Resources

As the Resources Officer you'll work closely with the Volunteer Officer (Groups and Branches) and teams across the BDA who offer support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Treasurer and Chair who work as a team to promote the work of the group.

We have a variety of resources, tools and training available to support this role including:

- Induction with BDA staff and a full handover from the previous postholder.
 - 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 hub with a wide range of website editing tools and resources.
 - 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.
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Length of service and commitment

You will be elected for a two-year term of office and have the option to extend for an additional two-year term. Reasonable notice can be given if you are no longer able to fulfil this role.

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 throughout the year 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 specialist 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.

Appointment method

To apply for this role please submit a [nomination form](#) and a copy of your CV to 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 Carlena Probert-Baulch at volunteers@bda.uk.com.
