

## The British Dietetic Association volunteer position – Website Co-ordinator

<p><b>Role</b></p> <p>Website Co-ordinator, North West North Wales</p>
<p><b>Aims/Objectives of the Branch</b></p> <ul style="list-style-type: none"> <li>• To act as a source of communication between the BDA and local members.</li> <li>• To provide a forum for Dietitians to meet on a regular basis</li> <li>• To provide educational opportunities to Dietitians to support Continuous Professional Development.</li> <li>• To promote the sharing of information and examples of best practice</li> <li>• Promote the role of the BDA in the North West North Wales region, including recruitment and retention of members.</li> </ul>
<p><b>What this post has to offer</b></p> <p>This is an important role within the Branch, to ensure the Branch website content is clear and consistent in terms of messaging and design. As the website co-ordinator you will ensure the web information is up to date and relevant for members. This may involve writing, editing and editing the web pages of the Branch on the BDA website. 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 local area, sharing knowledge and skills.</p>
<p><b>Main tasks/responsibilities</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for the Branch web pages on the BDA website.</li> <li>• Write and edit content for the Branch pages.</li> <li>• Undertake online training to edit and create web pages.</li> <li>• Supported by other Committee members to maintain sections relevant to their roles e.g. events, social media, meetings</li> <li>• Working with BDA web officer to develop website layout and structure.</li> <li>• Contributes to the committee in delivery of Branch work.</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 Branch holds 4 events for members per year, one will include the Annual General Meeting. The position 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 weekday evenings and can be arranged by teleconference, if required. Branch events usually take place on weekday evenings.</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>• Branch Handbook, templates and resources.</li> <li>• Website editing training guide and help videos.</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>