

The British Dietetic Association volunteer position

Events Officer; North West England, North West Wales Branch

Aims and Objectives of the Branch

- Provide educational opportunities to Dietitians to support Continuous Professional Development.
 - Provide a forum for Dietitians to meet and network.
 - Act as a source of communication between the BDA and local members.
 - Promote the sharing of information and examples of best practice.
 - Work with the Wales and England Country Boards to ensure that members are included, represented and learning is reflective of the members in each country.
 - Promote the role of the BDA in the North West England North West Wales region, including recruitment and retention of members.
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What the post has to offer

As the branch Events Officer, you will work closely with the committee to organise and deliver study days, webinars and CPD to branch members. Using your knowledge of hot topics, strategic developments and practice you'll work with your committee to develop relevant events to deliver a valued member resource.

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

Through this position you will gain event management, 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 locality, building networks, sharing knowledge and skills.

Main duties and responsibilities

- Work closely with your committee to plan and co-ordinate study days, webinars and CPD events.
 - Work with the branch Treasurer to plan an event budget, setting income and expenditure.
 - Plan the event programme, working with the committee and members on ideas for topics and speakers.
 - Work closely with the Sponsorship Officer to develop sponsorship opportunities.
 - Work with the social media Officer and Website Officer to utilise BDA and branch communication channels to market the event.
 - Work with the BDA to sign the appropriate contracts for event spaces, merchandise and any other associated contracts.
 - Work closely with the BDA's Volunteer Manager, seeking advice and guidance where needed.
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Training Support and Resources

As the Events Officer you'll work with Volunteer Manager who offers support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Chair, Treasurer, Social Media Officer, Sponsorship Officer and Website Editor who work as a team to set event strategy, determine priorities and lead the committee to success.

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

- Full 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 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 several times 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 branch 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 by **Tuesday 31 May**. Nominees must be a member of the BDA 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, Volunteer Manager at volunteers@bda.uk.com.

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