

The British Dietetic Association Volunteer Role Descriptor Education Officer; Optimising Nutrition Prescribing Specialist Group

Aims and Objectives of the Group

- Organise and facilitate annual events to offer a range of relevant CPD opportunities for our members and the wider dietetic workforce, including dietetic students
 - Apply for funding and awards for research, professional development and other relevant learning events to support our members
 - Produce and facilitate communication and education opportunities for our members to champion safe, effective and sustainable nutritional care pathways, using the food first approach, social prescribing and/or nutritional products where clinically indicated
 - Produce regular newsletters for our members to keep them up to date with the latest news and developments in our area of work
 - Develop and monitor safeguarding measures to support effective online forum use for sharing best practice, resources and ideas
 - Produce and organise communication and training to support and empower our members to be intelligent in the way analytics and existing technologies are used to deliver best possible services
 - Use membership events and social media to provide opportunities for networking with experts, specialist groups and other dietitians working in Nutrition Prescribing Optimisation across the UK
 - Reach out and collaborate with higher education institutions to promote education of dietetic workforce in areas of medicines and prescribing optimisation
 - Use social media and other communication channels to promote our group as a reliable source of expertise and intelligence to all relevant stakeholders, including but not limited to healthcare professionals, ACBS committee, wider dietetic workforce, clinical commissioners, governments, higher education institutions, NHS bodies, industry, etc
 - Work with the BDA and the wider membership to contribute to the development of relevant resources and policies
-

What the role has to offer

As the specialist group Education Officer, you will work closely with the committee to develop education, resources [and research] opportunities for group members. You'll use your expertise to guide and shape the groups education strategy, working with the BDA's Education, Practice and Policy Team to contribute to the BDA's education work.

You'll work with the committee to develop group resources and educational materials for members and the public, collaborating with organisations to influence and develop external resources. 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 Education 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 tasks and responsibilities

- Overall responsibility for the group's education strategy.
 - Co-ordinate the committee and group members to create education resources for members and, where relevant, the public.
 - Collaborate with internal and external stakeholders to influence and develop resources.
 - Ensure all resources are regularly reviewed and updated in line with BDA policy.
 - Ensure all resources comply with BDA standards policy and, seeking endorsement where relevant.
 - 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 the education work of the group and new resources through BDA communication channels.
 - Co-ordinate the committee's responses to NICE, contributions to PEN and the research symposium.
-

Training, support and resources

As the Education Officer you'll work closely with the Volunteering Team and the Education, Practice and Policy Team who offer support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Research Officer, Resources Officer 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.
-

Length of service and commitment

You will be elected for a two-year term of office and hope that you will be able to stay in the role throughout this term. There is the option to extend for an additional two-year term. We hope that reasonable notice would be given if you are no longer able to fulfil this role, as we appreciate that circumstances can change.

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 regularly 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 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.



The Association
of UK Dietitians

Recruitment method

To apply for this role please submit a nomination form by 27 February 2024. 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 Sarah Britton or Heather Nunn at prescribing-support@bda.uk.com.
