

## The British Dietetic Association Volunteer Role Descriptor Events Officer; Parenteral and Enteral Nutrition Specialist Group

---

### Aims and Objectives of the Group

- The Parenteral and Enteral Nutrition (PEN) Group strives to support and represent dietitians working in oral, enteral and parenteral nutrition support in all care settings including the home
  - To facilitate dietitians working in oral, enteral and parenteral nutrition support to share and employ best/evidence-based practice
  - To act as a voice of professional expertise for and on behalf of dietitians working in oral, enteral and parenteral nutrition support
  - To collaborate with other specialist groups of the BDA and external bodies on both a national and international basis on specific projects or tasks to promote excellence in nutritional care
- 

### What the post has to offer

As the specialist group Events Officer, you will work closely with the committee to organise and deliver study days, webinars and CPD to group 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.

You'll work with the committee to 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 Events Officer you'll work closely with the Chair and 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 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 specialty, 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 group 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 group 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.

## 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.
  - The BDA offers a bespoke service level agreement package to help committees manage their events. With agreement from the committee the postholder is able to use this service, working with the Events Team to plan and manage group events.
  - 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.
- 

## 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.

---

## Appointment method

To apply for this role please [submit a nomination form](#) by **17 May 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 [Linda](#).

---