

Dietetic Support Worker Job Description

The British Dietetic Association (BDA) is the professional association and trade union for dietitians in the UK. It is a company limited by guarantee and carries out a diverse range of business functions, including: trading activities; trade union; education and training; research and publications; external relationship building; lobbying and campaigns; media work; recruitment and development of members; and, business development strategies.

The Board of Directors board supports the British Dietetic Association members based within Board of Directors. The board consists of one Chair and 10 board members, including one Dietetic Support Worker.

The Dietetic Support Worker will not be a company Director but will be encouraged to take a full and active role in Board discussions and decision making. They will represent the Dietetic Support Worker workforce and help guide the Board on decision making which may impact on this part of the workforce.

It is also intended that the role of the DSW on the Board of Directors is a developmental one for the DSW and may assist them with career development and progression through the experience gained.

Role Description:

- Represents the Dietetic Support Workers (DSW) in the BDA, provides the Board of Directors with a perspective on the role, the issues affecting members and contributes to discussions which could affect and benefit DSWs.
- Works to develop the role of the DSW within the Dietetic profession and career structure.
- Works with the Board of Directors to provide leadership within the board and support the work of Directors.
- Together with the rest of the Board of Directors provides leadership to the profession, helping to ensure that the BDA supports and develops a growing and innovative healthcare profession.
- Together with the rest of the Board provides leadership to the profession, ensuring that the BDA supports and develops a growing, innovative and inclusive healthcare profession.
- Acts in the best interests of the BDA and avoids any conflicts of interest.
- Promotes a positive corporate environment for the Directors and staff and ensures their own behaviour reflects this.
- Provides strategic direction and makes policy and strategic decisions, in the best interests of the BDA and Dietetic profession.
- Assists with succession planning and the identification of new DSWs who will be active in the BDA.
- Contributes to the wider impact of Dietetic Support Workers.
- Provides a link between Board of Directors and DSWs within the BDA membership cohort.
- Assists with the Trade Union strategy and supports their endeavours.
- Supports the communications team function in relaying communication from the Board of Directors to others.
- Represents DSWs at events and meetings for the Board and other dietitian events.
- Attend the Board of Directors meetings in person where required and via teams when they are based remotely. There are usually six meetings per year with one or two of them being in-person.

Skills and competencies required:

	Essential	Desirable
A Member of the BDA, or willing to become a member.	X	
Intellectual flexibility and the ability to think analytically and creatively	X	
Ability to operate strategically and consider long term objectives	X	
Knowledge of dietetics or evidence-based nutrition science	X	
Ability to constructively challenge thinking and decision making	X	
Behave in a way that is consistent with the seven Nolan Principles of public working	X	
Demonstrable commitment to equality, diversity and inclusion – dealing with people and issues honestly, fairly and with respect	X	
Experience of attending board meetings and being involved in Boards.		X
Experience of working within a committee environment and the need to work collaboratively		X
Knowledge or experience of professional organisations		X
Knowledge of good governance and best practice in leadership roles		X
Experience of partnership working across staff/Directors, or across functions within a business		X
Experience of health policy in any of the four UK countries		X
An understanding of education, professional practice, or research in dietetics		X

Time Commitment:

There are usually six meetings per year with one or two being in person and based in a central location, the others will be held via teams. The Dietetic Support Worker will also be required spend some time on other matters such as emails, working groups and reading papers.

Term of Office:

The DSW Member is recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office (upon application and re-appointment by the Board of Directors).

Induction:

Induction, training and mentoring will be provided where required.

Remuneration

Please note this a voluntary role, however travel expenses for in-person meetings and events will be reimbursed. This contribution may also count as continued professional development (CPD) time.

How to Apply:

For an informal discussion on the role please contact the Joelle – j.otoole@bda.uk.com

To apply, send your CV and a letter of application (no more than 2 sides of A4 each), explaining how and why you believe you meet the criteria and what you will add to the role of * Member.

CVs and covering letters of application (maximum 500 words) must be returned by email to: Joelle – j.otoole@bda.uk.com

The closing date for applications is 31 July 2024.

Those shortlisted will be contacted to organise interviews.

Successful candidates will be asked to provide references prior to appointment. It is anticipated successful applicants will be asked to attend their first Board of Directors on 18 September 2024 via teams.