

The British Dietetic Association volunteer position – Education Officer

Role: Education/ Working group Officer, Cystic Fibrosis Specialist Group

Aim of the Group

- Develop and promote a professional specialism within dietetics
- Represent a defined group of members
- Provide a communications network for dietitians working with patients with cystic fibrosis (CF)
- Be a formal/informal information resource for dietitians with little or no experience of nutrition and cystic fibrosis
- Be an educational resource for its members, the public and other healthcare professionals regarding nutrition and cystic fibrosis
- Provide a forum for written information and resources in the management of cystic fibrosis
- Promote and encourage research

What this post has to offer

As the Education/working group Officer you will have the opportunity to become involved in the development and delivery of Group resources. There is significant scope to shape your individual role and group activities offer the flexibility to try new approaches. Through this position you will gain communication, writing 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, sharing knowledge and skills.

Main tasks/responsibilities

- Develop Group resources and educational materials for members and the public.
- Collaborate with organisations to influence external resources.
- Ensure all resources are regularly reviewed and updated in line with new policy.
- Ensure all resources comply with BDA standards and policy.
- Recruit members to carry out review and development of new resources.
- Co-ordinating and updating the CF Working Groups.

Level of commitment

Committee meetings are held 3-4 per year. There is a varying and flexible amount of work in between times. The Group aims to hold a minimum of x events for members per year, one will include the Annual General Meeting. This 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.

Main times of volunteering

Committee meetings are usually held on weekdays and can be arranged by teleconference, if required. Group events usually take place during weekdays in May and November .

Training and support offered

- 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 individual.
- Media training held at the BDA office.
- Group Handbook, templates and resources.
- Individual induction, handover and training at convenient location and time for you.
- Participation at the Groups and Branches networking day (held once a year).

Recruitment process and how to apply

For an informal chat contact the current Chairs of the Cystic Fibrosis Specialist Group you would like to apply for the role, please complete a nomination form and return to volunteers@bda.uk.com by the **23rd of March 2020**. All nominations should be proposed by a full member of the Group and seconded by 1 other member. Where two or more nominations are given for one position, an electronic vote will be held prior to the AGM. All new committee positions will be announced at the AGM on the 12th May 2020

