

The British Dietetic Association volunteer position – Social Media Officer

Role Social Media Officer, Cystic Fibrosis Specialist Group

Aim of the Specialist 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 Social Media Officer, you will have the opportunity to develop and apply a variety of communication skills over different social media channels. You may be responsible for setting up and also communicating Specialist Group activities through Twitter, group discussion forum and any other relevant social media channels. Through this position you will gain marketing, communication, public relations 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

- Utilise relevant social media channels in communicating Specialist Group activities and relevant specialist content to members and engaging Group members to communicate with the Group.
- Work with the Group PR Officer to engage relevant stakeholders via the Group Twitter account.
- Ensure the discussion forum is kept up to date and group content is regularly posted.
- Use the BDA social media guidance and tools to ensure that the Group's use of social media is professional and useful to members.
- To communicate, live, the content of Group events over social media.
- To work with the BDA Member Services and External Affairs Team in promoting the work of the Group and the BDA.

Level of commitment

Committee meetings are held 3-4 per year. There is a varying and flexible amount of work in between times. The Branch 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. Branch 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.
- Branch 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