

The British Dietetic Association Volunteer Role Descriptor

Resources 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
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What the post has to offer

As the specialist group Resources Officer, you will work closely with the committee to develop resources, guidance and support for specialist group members. Working with your committee and the wider group membership you will plan, develop and coordinate the production of resources to support group members in their practice. There is significant scope to shape your individual role based on the needs of the group and this role offers the flexibility to try new approaches.

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 Resources 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 duties and responsibilities

- Co-ordinate the committee and group members to create resources for members and, where relevant, the public.
 - Ensure new resources comply with BDA standards policy and endorsement process.
 - Ensure resources are regularly reviewed and updated in line with BDA policy.
 - Work closely with the BDA's Volunteer Manager and Education, Practice and Policy Team, seeking advice and guidance where needed.
 - Collaborate with the Website Editor and Social Media Officer to promote new resources through BDA communication channels.
 - Where relevant, collaborate with external stakeholders to develop and influence resources.
 - Work with the BDA Accounts Team and group Treasurer to create and manage project budgets.
 - Recruit members to carry out the review and development of new resources.
 - Ensure all Group resources have the correct branding and logos, as detailed in the BDA branding guidelines and work with the BDA Design Officer to review any design work.
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Training Support and Resources

As the Resources Officer you'll work closely with the Volunteer Manager and teams across the BDA who offer support, guidance and advice to the postholder. Support for this role is offered by key committee members including the Education Officer, Research Officer, Treasurer 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.
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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 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 prescribingsupport@bda.uk.com.