

## **JD and Specification for BAPEN Education Officer and Chair of the Education Committee.**

**Job Title:** Education Officer and Chair of the Education committee

**Reports to:** Executive committee

**Other regular relationships:** Programmes Committee, Core groups, Communications Team, BSNA, BDA, Pre-registration dietetic placement team.

### **Purpose of the role:**

To act as the Education Officer for BAPEN

To be part of the Executive Team

To provide leadership for the Education committee and delivery of its strategic aims.

### **Main duties:**

- As Education office for BAPEN to provide leadership and advice on educational matters.
- As an Executive team member to contribute to Executive meetings, discussions and activities, helping to deliver BAPEN's strategic aims.
- To contribute to the Programmes committee and liaise closely with the Programmes Committee chair to ensure alignment of the national conference with BAPEN's Education priorities.
- Education committee chair:
  - To provide leadership for the education committee, it's strategic aims and annual work plan.
  - In collaboration with Education committee members to develop an annual work plan to support Education and BAPEN's strategic aims and objectives.
  - To provide leadership and oversight of the annual work plan and deliver this with the support of the Education committee members, relevant BAPEN groups and teams, identified stakeholders and any co-opted individuals or organisations for specific work streams.
  - To identify any risks to delivering the work plan and raise this with the Education committee and Executive team as appropriate.
- Finance:
  - To provide an annual budget request to the BAPEN Treasurer based on the Education annual work plan.
  - To work with the Education committee to ensure activities are delivered within the agreed budget.
  - To raise any financial issues with the BAPEN Treasurer.
- Meetings:
  - Chair Education meetings (3-4 virtual meetings per year)
  - Attend and contribute to 4 Council meetings per year
  - Attend and contribute to monthly executive meetings.
- Reports
  - To provide an annual report of Education activity to Executive and Council.
- To declare any conflicts of interest prior to meetings in relation to the agenda.
- To ensure declarations of interest are made annually as required.
- Provide an annual report of activity to Executive and Council.

**Expectations:**

- This is a voluntary role with no payment
- Abide by all BAPEN's policies and guidance. Of specific note for are:
  - Equality, Diversity and Inclusion Policy available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-edi-policy-2021.pdf>
  - Declarations of Interests Policy available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/bapen-declaration-of-interests-policy-updated-october-2020.pdf>
- Requests for agreement to travel and expenses will be made in writing to the relevant Executive Officer or Chair of Committee or SIG prior to any expenditure. Agreement will be made in writing. Expenditure will be reimbursed in accordance with BAPEN's Guidance on Expenses for Meetings and Conferences available at <https://www.bapen.org.uk/pdfs/policies-and-procedures/expenses-entitlement-04-019.pdf>

**Eligibility to apply:**

- A registered healthcare professional or patient, a BAPEN member and member of one of BAPEN's core professional groups
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the ED&I policy

**Tenure:**

The position is for a 3-year term. On discussion with the relevant BAPEN Executive member and with mutual agreement this may be extended for another 1 tenure. Identification of a deputy to deputise and shadow the role for the last year of tenure is encouraged to provide resilience, succession planning and sustainability of the committee/group.

**Time commitment:**

An average of 2-4 hours a week.

**Benefits of undertaking the role:**

Attendance at BAPEN conference as a member of the Executive Team with expenses covered (as per policy)

Opportunity to develop leadership skills, raise your own profile and reputation as an expert in Clinical Nutrition Education

Opportunity to influence and contribute to national workstreams, policy and guidance

Opportunity to meet new colleagues and develop personal network

**Process of application:**

Expressions of interest will be asked from the membership through the Secretariat and Comms Officer. Applications will be considered by the relevant Executive Officer(s), Chair and other officers of the Committee or SIG as appropriate.

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