JD and Spec for Deputy Chair Education Group

Job Title: Deputy Chair Education Committee
Reports to: Chair **for** Education Committee
Other regular relationships: Education Committee, Programmes Committee, Core groups, Communications Team, British Specialist Nutrition Association (BSNA), British Dietetic Association (BDA), Pre-registration dietetic placement team, external stakeholders.

Purpose of the role:

- To support the Education Chair to develop and deliver BAPEN's education programme and collaborate in developing education resources
- Assist the Chair for Education in reviewing applications for BAPEN endorsement of external education events
- To deputise for the Education Chair as needed
- Take a lead in monthly webinar arrangements

Main duties:

- As Deputy Chair for Education to provide support to the Chair of Education and BAPEN's strategic aims and objectives.
- To represent BAPEN at national forums as deputy to the Chair of Education as required
- Regular meetings
    - Attend and contribute to meetings of the Education Committee (virtual 1-2 hours quarterly)
- Reports
    - Help the Chair of Education to provide a verbal or written report of activities for minuting at Executive Quarterly meetings as needed.
    - Contribute to other reports as required.
- Work with the Communications Officer to support social media and other relevant communications activity as required
- To declare any conflicts of interest prior to meetings in relation to the agenda
- To ensure declarations of interest are made annually as required

Expectations:

- Abide by all of 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-delaration-of-interests-policy-updated-october-2020.pdf
- This is a voluntary role with no payment
- 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 and a member of BAPEN.
- Appropriate experience and expertise in nutritional support
- Experience of developing or delivering education.
- Conduct will reflect BAPEN's values of Listen, Lead, Share and Support and the EDI 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 2 tenures.

Time commitment:

- Approximately 2-4 hours per month time commitment is likely needed

Benefits of undertaking the role:

- Attendance at BAPEN conference
- Opportunity to develop leadership skills, raise your own profile and reputation as an expert in nutrition support and education
- Opportunity to influence and contribute to national workstreams, policy and guidance
- Opportunity to meet new colleagues and develop personal network

Informal enquiries:

For informal enquiries or discussion please contact the BAPEN office or contact Emma Parsons, education@bapen.org.uk

Process of application:

Please submit a CV and no more than 300-word support statement to the BAPEN office bapen@bapen.org.uk by 17:00 Thursday 30th April 2026