JD and Spec for Malnutrition Officer and Chair of the Malnutrition Action Group (MAG)

Job Title: Malnutrition Officer and Chair of the Malnutrition Action Group
Reports to: Executive committee
Other regular relationships: Core Groups, Communications Team, Education Team, British Dietetic Association, Malnutrition Task Force, Pre-registration Dietetic Placement Team

Purpose of the role:

- To act as the Malnutrition Officer for BAPEN
- To be part of the Executive Team
- To provide leadership for the MAG committee and delivery of its strategic aims

Main duties:

- As Malnutrition Officer for BAPEN to provide leadership and advice on matters relating to 'MUST', awareness of malnutrition, identification of malnutrition and appropriate management of this in the UK.
- As an Executive Team member to contribute to Executive meetings, discussions and activities, helping to deliver BAPEN's strategic aims
- MAG Chair
    - To provide leadership for the MAG committee, its strategic aims and annual work plan
    - In collaboration with MAG committee members to develop an annual work plan to support both MAG's and BAPEN's strategic aims and objectives
    - To provide leadership and oversight of MAG's annual work plan and deliver this with the support of the MAG 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 MAG committee and Executive team as appropriate.
- Finance
    - To provide an annual budget request to the BAPEN Treasurer based on the MAG annual work plan
    - To work with the MAG committee to ensure activities are delivered within the agreed budget
    - To raise any financial issues with the BAPEN Treasurer
- Meetings
    - Chair MAG meetings (4-6 virtual meetings (1 hour) and 1-2 in person meeting per year)
    - Attend and contribute to 4 Council meetings (hybrid) per year
    - Attend and contribute to 4 Executive meetings (hybrid) and interim action meetings (virtual 1-2 hours monthly)
- Reports
    - Provide an annual report of MAG activity to the relevant Executive Officer
    - Provide an interim report of MAG activity for each Council meeting
- 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 member of one of BAPEN's core professional groups.
- Appropriate experience and expertise in using a range of enteral feeding tubes and confidence in providing expert opinion about these.
- 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 days per month time commitment is needed to support Executive and MAG activities and meetings.

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 malnutrition
- 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.

Process of application:

Please submit a CV and no more than 500-word support statement to the BAPEN office bapen@bapen.org.uk by XX