

Job Description and Specification for BAPEN Regional Representatives

Job Title: BAPEN Regional Representative [insert Region]

Reports to: BAPEN Secretary

Other regular relationships: BAPEN core groups, Secretariat

Purpose of the role:

To act as the primary point of contact for information between BAPEN Executive and regional membership delivering BAPEN key strategies

Main duties:

- Be the primary point of contact in the region to link BAPEN with members and non-member healthcare professionals within the region
- Promote local opportunities for networking and educational events across the BAPEN core groups, facilitate a minimum of one regional meeting and promote the BAPEN Annual Conference
- Keep a list of hospitals within the region that have nutrition support teams and to support BAPEN in collecting workforce data
- Promote the role of BAPEN and relevant core groups and SIGs work and support delivery of BAPEN key strategies
- Provide an annual report of activity to the BAPEN Secretary & Executive for inclusion in the BAPEN Annual Report
- Work with the Comms Officer to support social media and other relevant comms activity as required
- To declare any conflicts of interest prior to meetings in relation to the agenda
<https://www.bapen.org.uk/declaration-of-interest>
- To ensure declarations of interest are made annually as required

Expectations:

- This is a voluntary role with no payment
- 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-edl-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 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>

- The regional representative structure will be supported by the BAPEN Secretary and the BAPEN Secretariat. BAPEN is aware that regional networks, meetings and working relationships may already exist and the regional rep should work with these networks rather than developing an alternative network. BAPEN offers funds of up to £1000 to start a regional meeting that is re-invested if a profit is made (see BAPEN Regional Meetings Standard Operating Policy). Future funding requests should be submitted to the BAPEN Treasurer to be included in the following financial year budget.

Eligibility to apply:

- A registered healthcare professional, 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 BAPEN Secretary 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.

Time commitment:

Note this will vary but it is anticipated this might be on average 1 hour a week

Benefits of undertaking the role:

The role will enable the representative to develop networking and communication skills, to devise programmes and organise educational meetings. The regional rep will have the opportunity to develop and support local networks to share knowledge and learn from each other as well as feedback to BAPEN local issues or concerns which should be considered at a national level.

Process of application:

Expressions of interest will be asked from the membership through the Secretariat and Comms Officer. Applications will be considered by the BAPEN Secretary and Executive as appropriate.

Date prepared: Oct 2024

Date for review: Oct 2027