

THE NUTRITION SOCIETY ROLE SPECIFICATION

Job Title: Nutrition Officer
Reports To: Science Manager (SM) **Location:** Hammersmith

PURPOSE OF ROLE

1. To be responsible for managing the running of the Nutrition Society Academy (NSA)'s programme of webinars and workshops on behalf of the Training Committee, from inception to delivery.
2. Support the SM and Training Committee in contributing to the development of the NSA scientific programme content and format whilst maintaining the Society's reputable scientific standards, to attract the widest possible target audience.
3. Support the SM in preparing science communications and scientific key message documents.
4. Responsible for the management of the NSA platform and its administration.
5. Manage the process for the Global Endorsement Programme, reviewing professional development endorsement applications for scientific integrity, and completing initial reviews of mentoring applications.

KEY ACCOUNTABILITIES

1. Delivering a well-managed NSA programme, from inception to delivery. Supporting the SM in ensuring the programme reflects the latest in nutrition research and supports nutrition professionals at all career stages.
2. Responsible for all NSA administrative work, including speaker liaison, scientific literature preparation, customer queries, platform maintenance and resolving issues (escalating to the SM and developers when appropriate).
3. Advocate for the Academy, promoting and presenting the NSA to audiences on behalf of the Society.

JOB CONTENT

1. Day to day running of the NSA's webinar and workshop programme, inclusive of the Nutrition Society Journal Club.
2. Provide support to the SM and Training Committee by contributing to the development of the scientific programme by carrying out horizon scanning and identifying hot topics and the latest scientific research.
3. Responsible for the preparation of scientific communications related to the NSA, translating scientific literature into a promotional material for the NSA and producing summary documents of educational initiatives to support attendees with Professional Development.
4. Responsible for all administrative duties for the NSA, including all speaker communications, webinar scheduling and video editing.
5. Attend and oversee all NSA workshop content.
6. Work closely with the SM and Communications Team to establish launch dates for scheduled content, sharing key dates in nutrition and awareness days. Uploading all NSA platform content.
7. Manage the day to day running of the NSA platform, including maintenance, troubleshooting and supporting with development.
8. Main point of contact for all customer queries in relation to the NSA.
9. Complete monthly analysis of the platform to support the SM in delivering reports to the Honorary Training Academy Officer. Identify trends and links to changes in the nutrition landscape.
10. Report to Training Committee on NSA performance providing detailed analysis and feedback on subscriber behaviours, retention, attrition and revenue.
11. Responsible for the logistics of NSA committee meetings, including completing minutes. Responsible for related accommodation for Trustees and Staff.
12. Troubleshoot all problems and concerns regarding the running of the NSA to ensure best practice and delivery of the Society's reputable training standards, escalating to the SM when appropriate.
13. Responsible for completing the initial review of mentoring programme applicants to ensure they are suitability for the programme, e.g., appropriate stage of career, reviewing of research portfolio.
14. Responsible for conducting desktop reviews of partner and supporter symposia to ensure scientific validity.
15. Responsible for managing applications for the Global Endorsement Programme, including completion of initial reviews of applications to ensure scientific integrity before distribution to the reviewing panel.

Supporting and collaborating with colleagues

16. Annual and monthly reporting to SM.
17. Support the Communication Team to market the NSA to relevant audiences.
18. Ensure all relevant information is displayed on the NSA platform, written in a way to maximise engagement with nutrition professionals.

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL

- 1) MSc in Nutrition Science or a related Nutrition and Health subject.
- 2) Registered Associate Nutritionist (ANutr).
- 3) Experience translating complex scientific research for a variety of audiences.
- 4) Experience creating novel scientific communications.
- 5) An understanding of Professional Development programmes and the associated processes.
- 6) Experience in delivering scientific training programmes, particularly online.
- 7) Ability to manage multiple ongoing projects.
- 8) Ability to work with people at all levels.
- 9) I.T competency (Office 365).
- 10) Office/Administrative experience
- 11) An excellent standard of spoken and written English.
- 12) Effective written and verbal communication and reporting skills.
- 13) High level of personal and professional integrity.
- 14) Previous experience working with limited supervision.
- 15) Previous experience of working within an interdependent team.

DESIRABLE

- 1) Experience or knowledge of website management (WordPress).
- 2) Experience in using webinar platforms(s), (Zoom)
- 3) Interest and ability to edit videos.
- 4) Confident in presenting to professional audiences.