

HONORARY PROGRAMMES OFFICER

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company, the Honorary Programmes Officer will:

- Attend Trustee Board meetings, held three times per year (traditionally in January, April, and October).
- Attend meetings of the Society's Advisory Council and provide reports on relevant activities and developments as required.
- Attend the Society's Annual Charity Meeting (ACM) and Annual General Meeting (AGM).
- Attend the Society's Scientific Committee meetings, typically held three times per year.
- Serve, as a Trustee, as an ex-officio member of the Society's committees where appropriate.

Key Responsibilities:

1. Oversee, in collaboration with the Honorary Science Officer, the development and delivery of the Society's scientific meetings and events programme, including conferences, workshops, and symposia.
2. Support the development and approval of scientific meeting themes, programmes, and formats to ensure they align with the Society's strategic objectives and the evolving needs of the nutrition science community.
3. Chair Scientific Committee meetings in the absence of the Honorary Science Officer.
4. Develop and strengthen collaborative relationships with other scientific organisations and partner bodies through joint meetings, symposia, and related activities.
5. Work collaboratively with the Honorary Science Officer, Chief Executive, and Society staff to support the operational and contractual arrangements associated with scientific meetings and events, including venue agreements, registration arrangements, and related policies and procedures.
6. Support the continued development and enhancement of the Society's scientific events programme, ensuring activities remain relevant, inclusive, financially sustainable, and scientifically robust.
7. Attend Society scientific meetings and events where appropriate, acting as an ambassador for the Society and its scientific activities.

Key Skills:

Diplomacy	X
Networking	X
Team Building & Collaboration	X
Attention to detail	X
Delegation	X
Organisational skills / Multitasking	X
Reviewing / Providing feedback	
Time management / priority setting	X
Sectoral Knowledge	X
Societal Knowledge	X
Effective Communication Skills	X
Editing and Writing Skills	
Commercial knowledge / experience	
Risk Taker/ Abstract thinker / Investigative	
Decisive / Confident	
Leadership	X
Budget Management	