

## THE NUTRITION SOCIETY ROLE SPECIFICATION

<b>Job Title:</b>	Nutrition Officer	<b>Location:</b>	Hammersmith, London
<b>Reports To:</b>	Director		
<b>Salary range:</b>	£28–32k		

## PURPOSE OF ROLE

1. To be responsible for managing the running of the Nutrition Science Hub programme of webinars and workshops.
2. Develop the scientific programme content and format for the Hub whilst maintaining the Society's reputable scientific standards, to attract the widest possible target audience.
3. Prepare science communications and scientific key message documents.
4. Responsible for the management of the Hub 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.
6. Manage the Society's journal portfolio Mentoring Programme, including the reviewing applications, managing mentoring pairings and feedback delivery to EiCs.

## KEY ACCOUNTABILITIES

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

## JOB CONTENT

1. Day to day running of the Hub's webinar and workshop programme, inclusive of the Nutrition Society Journal Club.
2. 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 Hub, translating scientific literature into a promotional material for the Hub and producing summary documents of educational initiatives to support attendees with Professional Development.
4. Responsible for all administrative duties for the Hub, including all speaker communications, webinar scheduling and video editing.
5. Attend and oversee all Hub workshop content.
6. Work closely with the Communications Team to establish launch dates for scheduled content, sharing key dates in nutrition and awareness days. Uploading all Hub platform content.
7. Manage the day to day running of the Hub platform, including maintenance, troubleshooting and supporting with development.
8. Main point of contact for all customer queries in relation to the Hub.
9. Complete monthly analysis of the platform to report to the Honorary Training Officer. Identify trends and links to changes in the nutrition landscape.
10. Report to the Senior Team and Honorary Training Officer on performance providing detailed analysis and feedback on subscriber behaviours, retention, attrition and revenue.
11. Troubleshoot all problems and concerns regarding the running of the Hub to ensure best practice and delivery of the Society's reputable training standards, escalating to senior management when appropriate.
12. 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. Responsible for the projects management.
13. Responsible for conducting desktop reviews of partner and supporter symposia to ensure scientific validity.
14. 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.
15. Cross function admin support for other Society activities where required.

### **Supporting and collaborating with colleagues**

16. Annual and monthly reporting to Senior Management.
17. Support the Communication Team to market the Hub to relevant audiences.
18. Ensure all relevant information is displayed on the Hub 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) 1-2 years experience working in a nutrition focussed organisation.
- 3) Registered Associate Nutritionist (ANutr).
- 4) Experience translating complex scientific research for a variety of audiences.
- 5) Experience creating novel scientific communications.
- 6) An understanding of Professional Development programmes and the associated processes.
- 7) Experience in delivering scientific training programmes, particularly online.
- 8) Ability to manage multiple ongoing projects.
- 9) Ability to work with people at all levels.
- 10) I.T competency (Office 365).
- 11) Office/Administrative experience
- 12) An excellent standard of spoken and written English.
- 13) Effective written and verbal communication and reporting skills.
- 14) High level of personal and professional integrity.
- 15) Previous experience working with limited supervision.
- 16) 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) Experience of working in a small team.
- 5) Confident in presenting to professional audiences.