

## Role description for The Nutrition Society's Student Section Activities & Resources Representative

The purpose of this role description is to outline the purpose of the Student Section and to give an insight into the Activities representative role.

### Purpose of the Student Section

The Student Section was originally set up over 8 years ago and was relaunched in 2015 after an extended period of inactivity. The aim of the section is to further develop links with the student members of the Nutrition Society (NS), and for the Chair/Co-chairs to represent student member interests on the NS Advisory Council.

NS members are at the heart of the Society's vision (to be a leader in the development and dissemination of nutrition science and its promotion to the global community). The section will seek to engage with non-members with a view to them becoming members, promoting member benefits and with the student membership to support member interests and careers to enhance the value of membership and to fulfil the needs and expectations of being part of one of the largest Societies of its kind in the world.

The Section's primary objectives are to:

- Help develop and run the Nutrition Futures Conference. The aim is for Nutrition Futures to be the leading conference for students and graduates in Nutrition Science.
- Help develop and facilitate a network of student members via the Student Ambassadors and University nutrition societies, and to liaise with them to recruit new members and enhance the student member offering.
- Represent and promote students' needs and wants on the Nutrition Society Council
- To provide representation on the Nutrition Society Advisory Council via the Chair of the Student Section, promoting the needs of students.
- Provide content for the student section pages of the website.

### The Section Activities & Resources representative role

As with all the other Student Section roles, this one will evolve, but primarily you will:

- Initiate and devise student focussed activities, predominantly online at least once every two months where possible. Once Covid-19 allows these to be face to face events such as socials, trainings, workshops, regional meetings etc. should be considered.

- Develop an academic year planner of Student Section activities, in conjunction with other Section members and liaise with contacts to help create a plan for the delivery of these activities for students.
- Prepare proposals and costings for activities and submit to the Nutrition Society.
- Research and propose the development of a series of student fact sheets to help with careers and education and in particular the transition from university to the world of work.
- Develop a working relationship with relevant Nutrition Society staff such as the Training Academy lead, Membership Team, Conference Co-ordinator etc and as necessary, the appropriate Trustee Board Member.
- Help provide support and possibly content for the student section 'newsletter'.

## Skills

You will need to:

- Be a student on a Nutrition related course
- Possess excellent communication skills in written and spoken English.
- Possess good people and interpersonal skills, to be able to interact with your peers and others.
- Be proactive and self-motivated.
- Have good attention to detail
- Be a good team player
- Be outgoing and confident in dealing with other people
- Be well organised with good time management and efficiency skills.

## Authority

The Activities & Resources representative will have no authority to spend money unless previously agreed with the Student Section Chair and/or Membership Manager. No contracts may be entered until written consent has been given by appropriate staff members of the Nutrition Society.

## Time Commitment

The Nutrition Society is grateful for your time and hopes that the skills and experience in carrying out this role will be of value and benefit in your future career. It is anticipated you will need to commit 4-6 hours a month to the role and this may vary at certain times of the year, for example immediately preceding the Nutrition Futures conference. The Student Section will also hold meetings regularly, but most of these will be online or via telephone, only occasionally will they be held in person.

## Benefits to you

This is a voluntary role, so although there is no remuneration or stipend, there are significant benefits to be gained from being part of the student section. You will be able to increase and improve your transferable skills and enhance proficiency and knowledge. In turn this will provide content for your CV and give you an edge, which may help make you stand out among other candidates.

**N.B. You will be reimbursed for any travel required as per the Nutrition Society Travel Policy.**