Honorary Science Officer

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company the Honorary Programmes Officer will attend the three meetings of the Trustee Board held each year (traditionally held in January, April, and October). The Honorary Science Officer will also attend the three meetings of the Society's Advisory Council, which are held the day before the three Trustee Board meetings. At the Advisory Council meeting the Honorary Science Officer will deliver a report concerning their activities, and also deliver a supplementary report to the Trustee meetings if required.
The Honorary Science Officer will also attend the Society's Annual Charity Meeting and Annual General Meeting.
The Honorary Science Officer will chair the Society's Scientific Committee Meetings, which are held typically three times per year.
The Honorary Science Officer as a Trustee is an ex-officio member on all the Society's committees.

Responsibilities:

The Honorary Science Officer is responsible for:

1. Continuing to seek ways to enhance the Society's promotion of high-quality nutritional science.
2. Successfully deliver the Society's scientific programme: NS Summer and Winter Meetings; Postgraduate and Student Meetings (Ireland & Great Britain); Irish and Scottish Annual Sections Meetings.
3. Ensuring that these meetings are fit for purpose and cater for the diverse NS membership as a whole.
4. Ensuring the evolution of the scientific meetings whilst remaining true to the vision of the founders of the Nutrition Society.
5. Providing the UK and international nutritional science community with the best platforms for the communication, discussion, debate and dissemination of their work.
6. Attend conferences and training sessions where appropriate.

Key Skills:

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