Honorary Strategic Communications Officer

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company the Honorary Strategic Communications Officer will attend the three meetings of the Trustee Board held each year (traditionally held in January, April, and October). The Honorary Strategic Communications 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 Strategic Communications Officer will deliver a report concerning their activities, and also deliver a supplementary report to the Trustee meetings if required.
The Honorary Strategic Communications Officer will also attend the Society's Annual Charity Meeting and Annual General Meeting.
The Honorary Strategic Communications Officer shall chair the Strategic Communications Committee, which typically meets three times a year.
The Honorary Strategic Communications Officer as a Trustee is an ex-officio member on all the Society's committees.

Responsibilities:

The Honorary Strategic Communications Officer is responsible for:

1. Developing and promoting the strategic communication activity of the Society.
2. Leading in explaining to the Trustees, other NS committees, Council and Theme Leaders how communication and marketing can support their objectives and explain which strategic choices have been taken and why.
3. Building a common understanding of the various internal and external audiences and NS priorities across its work in communications.
4. Leading in creating continuity in strategic communications activity over an extended timeline, articulating objectives and measures of success in Nutrition Society internal and external communication.
5. Attending 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	Commercial / knowledge experience	Risk Taker/ Abstract thinker / Investigative	Decisive / Confident	Leadership	Budget Management
	x	x						x	x	x	x				x	