

## JOB DESCRIPTION

<b>Job Title:</b>	Dietitian
<b>Main Purpose of Job:</b>	The Dietitian will assist in delivering The Vegan Society's nutrition service working closely with the Senior Dietitian. The main aim of this service is to provide reliable, up-to-date and practical information about vegan health and nutrition to the general public, the vegan community, caterers and health and nutrition professionals. The Dietitian will also support our campaigns and policy work by providing evidence-based content about vegan diets and health supporting organisational health and nutrition policies.
<b>Department:</b>	Campaigns, Policy and Research
<b>Responsible to:</b>	Senior Dietitian
<b>Responsible for:</b>	Student dietitians and volunteers (where relevant)
<b>Based:</b>	Remote working. May be required to visit the office up to six times a year.
<b>Salary:</b>	Starting Salary: £35,235 – £39,513 (depending on experience)  Salary reviews apply
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible working hours</li> <li>▪ Ethical pension scheme (5-7% employer contribution)</li> <li>▪ Employee assistance programme and health cashback scheme</li> <li>▪ Death in service benefit</li> <li>▪ 28 days leave + 8 bank holidays (25 days annual leave and 3 closure days)</li> <li>▪ Cycle to work scheme</li> <li>▪ Animal companion compassionate leave</li> </ul>

	<ul style="list-style-type: none"> <li>Climate perks policy (up to 6 days additional, paid time off when choosing sustainable transportation for foreign holidays)</li> </ul>
Term:	Permanent
Hours:	<p>37.5 hours per week</p> <p>Occasional out-of-hours working may be required to attend events and meet critical business needs.</p>
Date of Issue:	April 2025

## JOB ACTIVITIES

<b>Leadership:</b>
<ol style="list-style-type: none"> <li>1. Represent the nutrition service and health and nutrition policy to the wider organisation.</li> <li>2. Supervising student dietitians and volunteers where appropriate.</li> </ol>
<b>Information and Support:</b>
<ol style="list-style-type: none"> <li>1. Support the delivery and development of the nutrition service.</li> <li>2. Researching the evidence base and horizon scanning for latest news on health and nutrition topics.</li> <li>3. Responding to health and nutrition enquiries via email, letter or telephone.</li> <li>4. Developing and reviewing mainly online health and nutrition resources.</li> <li>5. Working with our Vegan Rights Consultant to help address and resolve rights issues relating to health and nutrition.</li> </ol>
<b>Media and Outreach Work:</b>
<ol style="list-style-type: none"> <li>1. Acting as a media spokesperson for veganism where there is a focus on nutrition, including participating in interviews, providing quotes and writing articles.</li> <li>2. Event outreach, public speaking, teaching and training about veganism and vegan diets.</li> <li>3. Using social media platforms to promote the work of The Vegan Society's nutrition service.</li> </ol>
<b>External and Internal Collaboration:</b>
<ol style="list-style-type: none"> <li>1. Supporting the Campaigns, Policy and Research Department to develop health-related messages, policies and campaigns that support transitions to vegan diets.</li> <li>2. Supporting the Communications and Business Development Departments with other work relating to health and nutrition.</li> <li>3. Engaging with relevant networks or groups, such as the Plant Based Alliance, representing The Vegan Society.</li> <li>4. Participating in relevant external projects, supporting other professionals and services.</li> </ol>
<b>Other Duties:</b>
<ol style="list-style-type: none"> <li>1. Attending health, nutrition and catering events and networking with other professionals.</li> <li>2. Supervising nutrition volunteers, students and other colleagues where appropriate.</li> <li>3. Proactively seeking opportunities to raise the profile of healthy vegan living.</li> </ol>

4. Creating and nutritionally analysing balanced recipes.
5. Supporting staff health and well-being sessions ('Nourishing Ideas' webinars).

**General:**

The following duties are ones which all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. General office duties, including dealing with own correspondence and filing own papers.
8. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
9. Attend organisational meetings as required.
10. Positively and actively promote The Vegan Society and its values.

The Vegan Society is committed to supporting staff development, including the continuing professional development required for Health and Care Professionals Council (HCPC) registration.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

The Vegan Society as an organisation values equality, diversity, and inclusion. We want to be an organisation that tackles any structural discrimination or prejudice. We are actively trying to increase diversity in our organisation and encourage applications from all sections of the community.

**Data Protection:**

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>DIETITIAN</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> criteria of the ideal candidate	<b>DESIRABLE</b> criteria used to differentiate applicants
<b>Registration and Membership</b>	<ul style="list-style-type: none"> <li>▪ HCPC registered</li> </ul>	<ul style="list-style-type: none"> <li>▪ British Dietetic Association (BDA) membership</li> <li>▪ Member of relevant BDA Specialist Group, e.g., Food Services, Sustainable Diets</li> </ul>
<b>Skills, Experience, and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a clinical setting</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Ability to review research evidence base around health and nutrition topics</li> <li>▪ Leadership and project management skills</li> <li>▪ Computer literate with experience of using social media and strong skills around the use of Microsoft Office (including Word, PowerPoint and Excel)</li> <li>▪ Ability to manage multiple priorities and work to deadlines</li> <li>▪ Ability to work successfully to targets, delivering objectives and desired outcomes</li> <li>▪ Ability to provide and receive constructive feedback and reflect on performance</li> <li>▪ Ability to work both independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with people from diverse backgrounds</li> <li>▪ Experience of working with caterers</li> <li>▪ Experience of working with children</li> <li>▪ Experience of writing articles for magazines, newsletters or websites, patient/client information, etc.</li> <li>▪ Experience of public speaking, training, etc.</li> <li>▪ Experience of policy work, such as reviewing government recommendations and identifying content relevant to organisational work</li> <li>▪ Experience of dietetic student supervision</li> <li>▪ Experience of service development</li> </ul>

Knowledge:	<ul style="list-style-type: none"> <li>▪ Knowledge of vegan diets and the wider aspects of veganism</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of cultural diets</li> <li>▪ Vegan community insight, e.g., understanding challenges faced by vegans</li> </ul>
Personal Attributes and Qualities:	<ul style="list-style-type: none"> <li>▪ Calmness and ability to prioritise under pressure</li> <li>▪ Professional and responsible approach, working in line with the HCPC's standards</li> <li>▪ Discreet and confidential</li> <li>▪ Efficient, organised, reliable and effective</li> <li>▪ Approachable, adaptable and a team player</li> <li>▪ Willingness and ability to identify and undertake appropriate training and development as required</li> <li>▪ Flexible to travel within and outside of the UK with advance agreement</li> <li>▪ Adhere to a vegan diet and lifestyle as far as is possible and practicable</li> </ul>	