

Job Description: Centre of Excellence Manager

Reporting to: BANT General Manager

Job Purpose

The Centre of Excellence (CoE) Manager is responsible for supporting the management of the growing knowledge base BANT has created for the benefit of its members and external users in relation to evidence-based nutrition interventions and best practice. They are instrumental in facilitating learning and knowledge sharing through provision of a range of educational materials and resources. Participate as an active member of the Excellence Steering Group (ESG), contributing to the future direction of BANT Centre of Excellence. The main focus of this role is to provide BANT members with evidence-based nutritional information sources for continued & advanced learning.

Responsibilities

1) Manage the BANT educational programme

- Develop, review and maintain the BANT educational resources in the CoE section of BANT website
- Co-ordinate and organise the publishing of BANT educational programmes including webinars, learning zone materials and toolkits
- Investigate new opportunities for education and learning
- Collaborate with other BANT workstreams to create and publicise CoE resources

2) Support and management of the Nutrition Evidence Database (NED)

- Work with the CoE Director and consultants to help maintain the accuracy of the database and support testing
- Deliver the required communications for the Nutrition Evidence Database including on the CoE section of the BANT website
- Support and management of NED content
- Support and deliver related policies, procedures and controls

3) Project Management and Administrative tasks

- Manage the NED indexing team including their recruitment and training
- Recruit, train and manage other CoE volunteers as required
- Work with the CoE Director to agree an annual CoE plan, including budget, key deliverables and milestones for the year, reporting progress monthly to the Excellence Steering Group (ESG) and quarterly to BANT Council
- Provide secretariat to ESG including production of agenda and minutes.

- Participate as an active member of ESG contributing to the future direction of BANT Centre of Excellence

Qualifications, Skills and Knowledge

- An experienced researcher, analyst, or information scientist who is comfortable with nutritional sciences and/or lifestyle medicine.
- Excellent project management skills
- Quality focused and attention to detail
- Good professional, scholarly and technical understanding
- Knowledge of peer review process
- Good reporting skills
- Keen interest in the field of nutrition and biomedical sciences
- Good interpersonal skills and team working abilities
- Excellent problem solving skills
- Leadership skills to supervise and motivate volunteers
- The ability to respond positively to pressure
- Committed and flexible approach to the job

Remuneration and Hours

- Part-time role: 30 hours per month, includes occasional evening meetings
- Salary: £5,400 per annum
- Working from home with occasional meetings (remote and/or in Central London) as required to support Council meetings and other adhoc meetings.