

Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

Project Pool Members

Terms of Reference





Project Pool

Purpose of the Pool

The purpose is to have a pool of suitable, pre-approved individuals who could be contracted to undertake or support projects that will help AfN to deliver its strategic objectives, and where additional capacity is required by the organisation in order to complete the project within a given timeframe and budget.

Project Pool Eligibility

Application for membership of the pool is open to all UKVRN registrants who are able to demonstrate they meet the person specification stated in this document.



Person Specification

Successful candidates must be able to demonstrate the following:

- Holding current UKVRN registration and of good standing.
- A commitment to protecting, promoting and maintaining the purpose, values and mission of AfN.
- The ability to work independently and to collaborate with a wider team, which may include AfN staff, volunteers and wider stakeholders.
- Proven experience of delivering time-bound projects, with clear evidence of developing project methodologies, result collection, analysis, evaluation, meeting agreed outputs, deadlines and budgets.
- Strong stakeholder engagement skills, including the ability to build effective relationships with internal staff, external partners and professional members, and to communicate clearly in writing and verbally.
- Excellent planning and organisational skills, including prioritising multiple tasks, managing competing deadlines and adapting plans when project requirements change.
- High level of analytical and problem-solving ability, including interpreting complex information and using sound judgement to produce output resources and make recommendations.
- Knowledge and experience within at least one of following sectors: policy making, academic teaching, research, public health provision, charity and campaigns, media and communications.
- The right to work in the UK and can receive payment for work undertaken via a UK bank account.



Appointment Process

Submit an Expression of Interest Form demonstrating how you meet the person specification on page 2

Applications will be assessed against the person specification and shortlisted candidates invited to attend a short online interview

References will be collected for the successful candidates

Legal activities will be undertaken regarding the successful completion of a Right to Work Check

A Declaration of Interest submission will be completed to assist with the matching of pool members with proposed projects

A Profile Form will be completed and updated annually to assist stage 1 profile matching of the project allocation process



Allocation of Projects

1. **Profile Matching**
   of Pool Members to the specific requirements of the project
2. **Call for Tenders**
   Those shortlisted are invited to tender for the specific project
3. **Tender Presentation**
   up to 3 tenders will be shortlisted and invited to provide a short presentation on how meet the project needs
4. **Contract negotiation**
   (including CEST, Business Registration & Insurance Confirmations)

AfN's Commitment to Equal Opportunities

We are committed to promoting equality, valuing diversity and being inclusive in all our activities, both as a professional regulatory body and as an employer, ensuring all equality duties are met.

We recognise that the strength of our organisation is built on the understanding of individual strengths and differences and we seek to always respect these.

Our full Equal Opportunities Statement can be found here.



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www.associationfornutrition.org

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