

Nutrition Officer - Hub

Salary: £27-30k, depending on experience, plus generous benefits package

Location: Hammersmith, office-based

Contract: Full-time (35 hours)

Close date: Friday July 31st

Interviews: W/C August 17th

Shape the future of professional learning in nutrition

Be part of shaping the future of global nutrition learning and professional development.

The Nutrition Society is dedicated to advancing the science of nutrition and supporting its application in practice. At the centre of this work is the **Nutrition Science Hub**, our training and learning platform for nutrition professionals, designed to deliver high-quality, evidence-based learning to the global community.

We are seeking a Nutrition Officer to help deliver and grow the Nutrition Science Hub, a dynamic digital learning platform for the global nutrition community. From webinars and workshops to innovative professional development experiences, you will help bring high-quality, evidence-based learning to life.

This is an exciting opportunity for an early-career nutrition professional who wants to contribute to the future of education, engagement, and knowledge exchange in nutrition science.

About the role

You will play a central role in delivering webinars, workshops and digital learning experiences through the **Nutrition Science Hub**. Working closely with internal teams and expert contributors, you will help ensure the Hub delivers high-quality, relevant and engaging learning opportunities for the nutrition community.

Key responsibilities

- Coordinate and deliver webinars, workshops and digital learning events
- Work with speakers and stakeholders to develop high-quality scientific and professional development content
- Support the ongoing development and optimisation of the Hub platform
- Monitor, interpret, and evaluate engagement and contribute to programme evaluation and improvement
- Support mentoring and professional development initiatives
- Act as a key point of contact for Hub users and contributors

**About you**

- Degree in Nutrition Science (or related discipline)
- Working towards, or eligible for, ANutr registration
- Strong organisational and coordination skills
- Interest in education, training or digital learning
- Confident communicator with a collaborative approach

Why join us?

This is a unique opportunity to build your career at the forefront of nutrition science—working within a respected learned society to shape how evidence is communicated, understood, and applied. You'll gain hands-on experience across scientific communications, publications and policy, while contributing to work that has real impact across research, practice and public health.

What we offer

- 30 days annual leave per annum
- 10% non-contributory pension
- Private medical insurance

How to apply

Please complete the following form, uploading your CV and cover letter. Please note that we are unable to offer visa sponsorship for this role. All applicants must possess the independent right to work in the UK.

<https://www.nutritionociety.org/form/science-officer-hub-application>

**THE NUTRITION SOCIETY
ROLE SPECIFICATION**

Job Title: Nutrition Officer - Hub
Reports To: Science Manager
Location: Hammersmith

PURPOSE OF ROLE

1. Support the delivery and development of the Nutrition Science Hub as a flagship professional development platform.
2. Contribute to the creation of high-quality, evidence-based learning and training content.
3. Coordinate and deliver webinars, workshops and digital learning activities.
4. Support engagement, growth, and continuous improvement of the Hub.
5. Provide operational and programme support across Hub initiatives.

KEY ACCOUNTABILITIES

1. Deliver a high-quality, relevant and engaging Hub programme.
2. Coordinate stakeholders, speakers, and programme logistics.
3. Support development and optimisation of the Hub platform and user experience.
4. Contribute to monitoring performance and driving continuous improvement.

JOB CONTENT**Core**

1. Support delivery of science-led programmes and organisational priorities
2. Translate complex nutrition science into accessible formats
3. Provide administrative and coordination support across scientific initiatives
4. Contribute to digital content planning and scheduling
5. Monitor outputs and support reporting and evaluation
6. Work collaboratively across teams
7. Represent the Society professionally where appropriate, including occasional travel

Role-Specific

8. Support delivery of webinars, workshops, and Journal Club activity
9. Coordinate speakers, scheduling, and digital delivery
10. Contribute to development of evidence-based training content
11. Support the Hub platform (user experience, content, optimisation)
12. Monitor, interpret and evaluate engagement metrics and inform improvements
13. Act as a key point of contact for Hub users and stakeholders
14. Support mentoring schemes and the Global Endorsement Programme
15. Identify emerging scientific and professional development topics to inform future activity

SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL

- 1) Degree in Nutrition Science (or related field)
- 2) Registered Associate Nutritionist (ANutr)
- 3) Experience managing content using webinar and digital learning platforms
- 4) Excellent written and verbal communication skills, with confidence engaging and influencing professional audiences and stakeholders
- 5) Ability to translate scientific evidence for different audiences
- 6) Experience horizon scanning, or ability to identify new and developing topics of relevance for stakeholders
- 7) Strong organisational skills, with ability to manage multiple projects and deadlines
- 8) IT proficiency (Office 365)
- 9) Ability to work independently and collaboratively
- 10) High attention to detail and professionalism

DESIRABLE

- 1) Postgraduate qualification
- 2) Experience creating and managing digital content across channels, including social media and content creation tools such as Canva
- 3) Experience using web content management systems, such as WordPress
- 4) Experience using analytics to assess content performance and inform planning
- 5) Experience supporting training, education or events