

EDTNA/ERCA Social Work Consultant – Job Description

Last Revised: 01/2026

Policy 10.1.3.

Title: EDTNA/ERCA Social Work Consultant.

Summary: The Consultant serves as the main professional source on a specific project within his/her professional expertise or part of a general project that includes topics related to his/her expertise or discipline. He/she/they can serve as the leader of the project, be consulted when needed or be an integral part of the overall project, contributing his/her professional point of view.

Responsible to: To the EDTNA/ERCA Executive Committee

Appointed by: The President

Term: The term of office is for a period of three (3) years from 1 September until 31 August and can be prolonged in agreement with the Executive Committee, according to the needs of the Association.

Minimum Criteria: The Consultant:

- Must be a current Member or Lifetime Member at the time of their nomination, election and at all times during their term of office.
- Must have minimum 3 years experience as an expert in the specific professional field and an experience working with people living with chronic kidney disease.
- Must be comfortable working in interdisciplinary teams.
- Must be able to communicate in writing and orally in the English language.
- Must have the ability and approval to devote discretionary time to fulfil the obligations as Consultant to the Association.
- Must have the ability to use modern office software and electronic mail including word processing, spreadsheet and graphic presentation applications. (Specifically, Microsoft Word, Excel and PowerPoint.)

Recommended Qualifications:

Ideal candidate qualifications include:

- Having an understanding of modern continuing medical education processes. Contemporary approaches & strategies influencing Health & Social Care Education as well as technical developments relating to renal field.

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- Having an understanding of grant financing and be aware of national and international grants available from private and public sources for all kind of projects.
- Having awareness of the publications and activities of related or similar specialised associations, educational and regulatory bodies and commercial organisations active in the renal care field world-wide.
- Having a good understanding of renal care issues on a European basis.

Responsibilities

Duties:

The Consultant will:

- Be available for consultation and/or participation in project groups
- Plan and prepare workshops and presentations to be implemented during the EDTNA/ERCA annual Conference or chair sessions if needed.
- Provide input and advice on the Conference Programme content liaising with the Scientific Board, when requested to do so.
- Seek official and professional recognition for the Association's initiatives.
- Contribute in the EDTNA/ERCA Newsletter, when requested for.
- Represent the Association to outside organisations at the request of the President e.g. local association, other associations with in his/her discipline industry meetings etc.
- Serve as Consultants and assist other groups within the Association with their educational/ research activities.

Every Consultant must have a yearly Project. The Consultants Activities link will identify if he/she is entitled to attend the annual EDTNA/ERCA International Conference with travel, accommodation and registration expenses fully covered by the Association.

Communication:

The Consultant will:

- Communicate with the Executive Committee Link at least every 3 months.
- Liaise with the project chair at least once per month when being member of a project group.
- Communicate regularly with the members of the project group as needed.

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Reporting:

The Consultant:

- Will prepare a quarterly status report on his/her/their activity. The report should be sent to the Executive Committee with copy to the Secretariat.
- When initiating a project, will submit an annual activity plan for the project and an annual budget if requested. Any projects that require funding or sponsorship need to be submitted to the Executive Committee for review in the form of a Project Framework. In addition, he/she/they could seek sponsorship for the project within area of his/her/their expertise.

Meetings:

The Consultant:

- Will attend project group meetings or WebEx meetings according to the project activities approved by the Executive Committee and budget.
- Will attend the 2 WebEx Meetings scheduled per year.

The Consultant will be entitled to participate in the EDTNA/ERCA Annual International Conference on behalf of the Association (travel, accommodation and registration coverage will be according to his/her annual activities evaluation scores.