



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

<b>Job title:</b>	Organiser
<b>Department:</b>	Organising
<b>Reports to:</b>	Senior Organiser
<b>Key relationships:</b>	UK Organising Team Regional and Country Teams
<b>Hours:</b>	35 (Required to work flexibly to meet the requirements of the job. Travel within the UK with overnight stays and extended days required to fulfil the duties of the post)
<b>Grade:</b>	F
<b>Location:</b>	Any RCN office outside of London and the South East

### JOB PURPOSE

To assist the Organising Team in the development and delivery of organising drives and activity throughout the UK. To develop strong nursing leaders and build effective organising and member engagement structures to fight and win improvements for the nursing profession.

### KEY RESPONSIBILITIES

#### 1. Management responsibilities

- 1.1. Under the direction of the Senior Organiser and Head of Organising plan and carry out actions to build organising initiatives, identifying issues, leadership identification and development, and supporting members for other member engagement activities.
- 1.2. Ensure that RCN policies are adhered to, taking responsibility for efficiently managing own administration, and work within organisational and team systems that ensure the smooth running of the role.

1.3. Respect and support the decision making of the governance structures of the College.

## **2. Specific role responsibilities**

2.1 Identify, recruit, train, develop and inspire member leaders through one-on-one and group communication.

2.2 Provide training and mentoring opportunities for engaged members, to strengthen the profession locally in organising methodologies .

2.3 Test different organising tactics and tools, including digital technology under the supervision of the Senior Organiser and of Head of Organising.

2.4 Locally develop the RCN as the primary nursing trade union and professional organisation.

2.5 Build relationships with internal and external key healthcare stakeholders such as members, Reps, Branches, and other healthcare unions when necessary.

2.6 Keep up to date with national healthcare political changes and union developments that will affect RCN members and the nursing profession.

2.7 Conducting broad and intensive outreach efforts which utilise Organising strategies and tools and delivers against.

2.8 Building one-to-one relationships with workers.

2.9 Help to organise and run large actions supporting organising drives and/or RCN campaigns under the direction of the Senior Organiser and Head of Organising.

2.10 Communicate with workers including listening, framing issues and motivating them to participate actively.

2.11 Visit workplaces on a regular basis covering all shifts (in lieu with COVID-19 safety measures).

2.12 Utilise digital technology to engage and support members during organising drives and/or campaigns.

2.13 Educate members and others on how power relationships work and how nurses can/should use that knowledge.

2.14 Promote, safeguard, and facilitate participation with people from an array of diverse backgrounds and cultures.

- 2.15 Work as part of a team which will require mutual accountability, co-production and teamwork.
- 2.16 Working with colleagues from different departments, teams, and roles in the RCN ensuring our organising work is supporting other pieces of key work through the organisation.
- 2.17 Understand the difference between personal activism and your role as a professional organiser.
- 2.18 Develop and implement successful organising methods and tactics under the direction and oversight of the Senior Organiser and Head of Organising.
- 2.19 Coordinating with members and potential members to gather information that is useful in identifying opportunities for membership growth, engagement and governance participation.
- 2.20 Recording data and intelligence in CRM.
- 2.21 Undertake projects and activities as appropriate.

### **3. Additional responsibilities**

- 3.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 3.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 3.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 3.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 3.5 Undertake any other duties as requested in line with the job role.

Job description updated by:  
Miles Fagge, Senior RCN Officer  
April 2024