



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Head of Students and RCN King's Nursing Cadets

Department: Institute of Nursing Excellence

Reports to: Associate Director for Education

Key relationships:

Deputy Chief Nursing Officer
RCN Country and Regional Directors
Country and Regional Student Leads
RCN King's Nursing Cadets Project Manager
A range of external stakeholders and funding bodies

Hours: 35 hours per week Internal secondment for one year.
(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: D

London Weighting: As applicable

Location: RCN UK HQ with hybrid working

JOB PURPOSE

The role of the Head of Students and RCN King's Nursing Cadets is to support the Institute of Nursing Excellence in the strategic leadership, delivery and development of our student offer and the nursing cadet scheme.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Strategically lead the student membership offer and RCN King's Nursing Cadets, working with the Associate Director for Education.

- 1.2 Lead the ongoing development of the RCN King's Nursing Cadets in collaboration with key internal and external stakeholders.
- 1.3 Monitor and enhance the quality of the RCN King's Nursing Cadets, ensuring evaluation and reporting systems are in place.
- 1.4 Collaborate with, lead and line manage the Professional Lead for Students, cadet Nurse Advisors, and Project Manager; setting and communicating team and individual performance standards, and setting and agreeing objectives which align to RCN strategic and operational objectives; and ensuring that team members deliver against their standards and objectives.
- 1.5 Develop and progress equity, diversity and inclusion activity within the team.
- 1.6 Be responsible for managing team members, supporting, motivating and developing team members, through continuing conversations, 4Q reviews: identifying learning and development needs and ensuring that they are met.
- 1.7 Ensure the team is adequately resourced to deliver its objectives; leading on the recruitment and onboarding of new staff in line with RCN's policies.
- 1.8 Ensure team members comply with health and safety rules and requirements, and complete relevant health and safety compliance training.
- 1.9 Proactively manage and support the health and wellbeing of people they manage in line with the Supporting wellbeing and attendance policy, and other relevant policies.
- 1.10 Plan, manage and monitor human, financial and physical resources.

2. Projects

- 2.1 Contribute expert knowledge of nursing practice and education to support the RCN King's Nursing Cadets and the RCN Institute of Clinical Excellence.
- 2.2 Work with internal and external stakeholders and staff across the five Institute Academies to identify opportunities for diversification of the RCN King's Nursing Cadets and income generation.
- 2.3 Work with the Student Committee, internal and external stakeholders to plan strategic student membership priorities and engagement.

3. Financial responsibilities

- 3.1 Effectively manage resources for the RCN King's Nursing Cadets and students.

- 3.2 Seek out and secure funding for the RCN King's Nursing Cadets, developing business cases and bids to relevant organisations to ensure success across the four UK countries.
- 3.3 Ensure effective financial planning in collaboration the RCN finance team.
- 3.4 Comply with the RCN Financial regulations and related policies, to safeguard the assets of the RCN.
- 3.5

4. Specific role responsibilities

- 4.1 Lead the RCN King's Nursing Cadets/student member priorities and engagement to ensure effective, quality assured delivery across the four UK countries.
- 4.2 Work strategically with internal and external stakeholders to ensure that the RCN King's Nursing Cadets is effectively delivered, quality assured and evaluated.
- 4.3 Lead the RCN King's Nursing Cadets team, Professional Lead Students and associated student member activity in collaboration with Head of Education and other internal stakeholders.
- 4.4 Work collaboratively with colleagues across the RCN Institute of Excellence to ensure effective delivery of the RCN King's Nursing Cadets/student member priorities and engagement and contribute to the wider work of the Institute and RCN.
- 4.5 Ensure effective governance and safeguarding policies are in place to support deliver of the scheme to young people aged 16-25 years.
- 4.6

5. Additional responsibilities

- 5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.2 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.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- 5.4 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.

5.5 Support member ballot and industrial action activities when required.

5.6 Undertake any other duties as requested in line with the job role.

Job description updated by:

Professor Dave Clarke, Associate Director for Education, Institute of Nursing Excellence.

22.04.2025