



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION

Job Title:	RCN Officer (Reps and Activism)
Tenure:	Permanent
Department:	RCN England, various regions (please see below)
Reports to:	Head of Operations

Key Relationships:

Regional Officers
Senior Regional officers
RCN Reps in region

Hours: 17.5 to 35 hours per week dependent on region
(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: F

Location:

Northern and Y&H (full time – 35 hours)
London (full time – 35 hours)
South East (full time – 35 hours)
North West (0.8 WTE)
West Midlands (0.6 WTE)
Eastern (0.5 WTE)
East Midlands (0.5 WTE)
South West (0.6 WTE)

JOB PURPOSE

To empower members to get active on workplace issues, support them in their activities and recruit reps. Act as an enabler, inspiring member-activism and working to overcome obstacles to member activity. Responsible for establishing relationships with RCN activists, including Reps, and fostering relationships across member-communities and facilitating links with regional office patch teams. Supporting regional patch teams in their work with reps and activists and

contribute to continual improvement in RCN work with activists. Support groups of members with collective workplace issues.

MAIN DUTIES AND RESPONSIBILITIES

1. Management Responsibilities

- Manage self by taking personal ownership of work and career development.
- May be required to oversee work of specified RCN Reps working remotely in their workplaces providing supervision and mentorship, including stewards and their case work.

2. Development Responsibilities

- Maintain and enhance an up-to-date knowledge on employment legislation, nursing and healthcare issues.
- Ensure a commitment to Personal and Professional Development including links to the RCN Professional Development Framework.
- Improve individual performance in line with the annual appraisal, operational and strategic objectives.

3. Financial Responsibilities

- Contribute to all internal and external audit processes ensuring implementation of recommendations within sphere of control.
- Contribute to the effective use of RCN resources.

4. Specific Role Duties

- Identify, recruit, coach, develop and inspire member leaders through one-on-one and group communication.
- Build relationships with RCN activists and aspiring RCN activists in the designated region.
- Communicate with members including listening, framing issues and motivating them to participate actively.
- Maintain a visible presence across the designated region, including regular workplace visits covering all shifts.
- Utilise digital technology to engage and support members during organising drives and/or campaigns.

- Locally develop the RCN as the primary nursing trade union and professional organisation.
- To work collaboratively with regional, branch, and patch teams to support the process of rep recruitment, stewards taking member cases and health and safety reps undertaking workplace inspections.
- Liaise with other professional organisations and trade unions on areas of mutual concern or interest.
- Build relationships with member employers in order to negotiate effectively, including supporting reps in obtaining appropriate facilities time.
- Support local organising drives and/or RCN campaigns.
- Use your experience of employment relations to support groups of members with collective work-place issues.
- Identify and explicitly name patterns and incidents of workplace discrimination. Work closely with members to fully explore their lived experience of workplace inequality and discrimination and explore appropriate solutions at both individual and institutional level.
- Assist regional patch teams in supporting the activist Learning and Development programmes locally and branch events.
- Identify and lead on improvements to regional RCN representative recruitment and engagement working to regional objectives within regional structures.
- To identify barriers to RCN representative engagement and recruitment and include measures to overcome these barriers, working with regional colleagues and Institute Academies.

5. Strategic Duties

- Support the Regional Management Team in the achievement of RCN Strategic and Operational objectives within the area.
- Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members in line with the RCN position.
- Support the development of services for members.

6. Promote

- To maximise all opportunities available to encourage RCN representative and member recruitment and promote the benefits of joining the RCN.

- Promote the RCN as the organisation that represents nurses and nursing, promote excellence in practice and shapes health policies.

7. Control of HR and Health & Safety

- Every employee will co-operate in maintaining safe and healthy working environments by complying with RCN Health and Safety Policy and subsidiary policies and procedures relevant to their work activities.

8. Additional responsibilities

- Work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.
- Act with diplomacy and discretion to always safeguard confidential and commercially sensitive information.
- Champion equity, 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.
- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 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
- Support member ballot and industrial action activities when required.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- Undertake any other duties as requested in line with the job role.

Job description updated by:
Michael Reilly, Business Manager
May 2025