



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: UK Senior Organiser

Department: Activism Academy – Organising Team

Reports to: Head of Organising

Key relationships:

Activism Academy Staff
Organising Leadership Team
Member Communications
Regional and Country Teams
Employment Rights Department
Institute for Excellence
Policy Team

Hours: 35 hours per week
(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)

Grade: E

Location: London, Cardiff, Birmingham or another RCN office pending a discussion with the hiring manager

JOB PURPOSE

To take responsibility for leading on organising drives/campaigns and managing a team of Organisers. Working with the Head of Organising and other key stakeholders on designing, implementing and embedding organising drives/campaigns into RCN Structures, problem solve issues that arise and working across multidisciplinary teams to deliver organising programme objectives.

KEY RESPONSIBILITIES

1. Specific role responsibilities

- Designs and manages strategic organising drives/campaigns under the direction of the Head of Organising. This means working with key RCN stakeholders to coordinate all aspects of the assigned organising drives/campaign including strategy, timeline, communication and other aspects as identified by and discussed with Line Manager.
- Supporting the Head of Organising's work with Regions, Nations and Forums to systematically identify, develop and deliver organising opportunities.
- Coordinates and directs organising staff including scheduling, assigning turf, debriefing and training.
- Support colleagues across the RCN for organising and engagement activities.
- Lead on the recruiting, supporting, developing and retaining RCN member organisers; support on the recruitment of representatives.
- Fully support the organising learning and develop programmes and support effective organising mentorship.
- Provide organising training and development opportunities.
- Support and develop organising activities of the RCN within local RCN Branch and Forum structures.
- Educate members and others on how power relationships work and how nurses can/should use that knowledge
- Promote, safeguard, and facilitate participation with people from an array of diverse backgrounds and cultures
- 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. Strategic duties

- Work closely with colleagues across the RCN on delivering the Organising strategy
- Strategic Lead within assigned organising drives/campaigns influencing decisions regarding, nursing health and social policy and service delivery (working with other strategic stakeholders).
- Report to strategy meetings, including the Organising Programme Board, on organising activities.
- Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members.

3. Management responsibilities

- Provide management and leadership for an organising team including:
 - Weekly check-ins
 - Regular coaching, debriefing, and training of staff

- Staff appraisals and supporting staff development including feedback on staff performance and providing information to staff performance to Live Manager.
 - Participate in selection and recruitment of appropriate staff.
- Contribute as a team member to the development and implementation of strategic organising plans and objectives including:
 - Facilitating, coordinating and development of organising drives, leadership development and workplace activity.
 - Problem solving when issues arise including (but not limited to) developing organising pathways, working across geographical areas, ensuring co-production and knowledge sharing.
 - Involvement with the RCN members' organising training, leadership development and organising activities.
 - Significant involvement in the testing of organising structures, tactics and tools for the Organising Programme.
 - Assisting the Head of Organising with identifying member and staff learning needs.
- Promote a culture of individual and collective health & safety in the workplace.
- Manages the CRM organising data of assigned organising drives/campaigns.
- Manage the resources of the RCN effectively, cognisant of RCN policies and procedures.

4. Financial responsibilities

- Contribute to the effective use of RCN resources.
- To manage any agreed devolved budget efficiently within the RCN procedure.
- Contribute to all internal and external audit process ensuring implementation of recommendations within span of control.

5. Additional responsibilities

- 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:
Head of Organising
June 2025