



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title:	Professional Lead Students
Department:	Institute of Nursing Excellence
Reports to:	Head of Students and RCN King's Nursing Cadets
Key relationships:	Chief Nurse, Deputy Director of Nursing, Deputy Chief Nurse Country Directors, Associate Directors and Regional Directors Associate Directors of the Institute of Nursing Excellence Chair of the Academy and Academy team Members of Business and Programme Delivery Membership Governance groups chairs and RCN members UK stakeholder leads across Health and Social Care
Hours:	35 hours per week (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:	E
Location:	Any RCN Office with hybrid working

JOB PURPOSE

The post holder will be responsible for providing operational UK leadership of the student committee and ambassador programmes and work across the academies of the RCN Institute of Excellence raising the voice of nursing. This post leads and manages a portfolio of work whose purpose is to shape and support excellence in UK student member recruitment, retention, and delivery of programmes of work. The post holder will support the development, delivery and evaluation of the RCN Institute of Excellence operational plan.

KEY RESPONSIBILITIES

1. Management responsibilities

- To lead on the development and delivery of the RCN student membership recruitment, engagement and retention through the development and action of a strategic plan to ensure the development of a thriving, actively engaged and vibrant student membership.
- To lead the recruitment and retention of RCN student committee. The role is accountable for the development and support of the Committee members within their role and leadership of member-informed programmes of work which represent and raise the voice of the student membership.
- To secure and be responsible for appropriate financial and human resources to deliver quality-assured professional standards, guidance, products and resources in pursuit of the above.
- Using appropriate management and leadership strategies facilitates member involvement in the work of the RCN with a focus on students.
- Create or identify opportunities for RCN members and its staff to work with external stakeholders in developing solutions to contemporary student and nursing challenges arising from the above brief.
- Contribute to the success of the RCN as a business by the recruitment and retention of members and generation of external funding and support, undertaking consultancy as required.
- Reports to the RCN Deputy Chief Nurse and Head of Prince of Wales course through verbal, and written updates. The role is responsible for the development of written reports and governance papers for the RCN Executive Team, and member governance boards as requested.

2. Projects

- Plan programmes/projects in a transparent and organised way, utilising RCN resources and staff support appropriately, ensuring that all relevant people are involved from the beginning.
- Support the development of RCN policy on UK-wide nursing pre- and post-registration education, learning and development, with a particular emphasis on the nursing students, working closely with the Institute teams.
- Responsible to assure the development of quality-assured services and products through collaboration and UK working for a range of customers and stakeholders

- Provide expert opinion or advice to Regional or Country Directors/teams on nursing education, learning and development issues arising from local, regional, or national developments, with a particular emphasis on students, education policy, commissioning, student experience and learning across the UK.
- Responsible for the leadership and development of the student ambassador programme, providing evaluation and impact reports on student recruitment, retention and casework across the UK.
- Work proactively to lead the communication and promotion of agreed RCN positions and other activities through appropriate channels such as the press, professional journals, web-based media, conferences and other events.
- Demonstrate a commitment to personal and professional development by keeping up to date with existing and emerging evidence, changes in health and social care policy and current best practices.
- Build the reputation of the RCN by developing and actively managing networks with a range of groups and individuals in support of RCN objectives
- Identify and appropriately manage the use of experts and leaders in delivering on RCN education objectives, ensuring the appropriate inclusion of a diversity of views and experiences.
- When working with members, operate within the corporate and governance policies of the RCN to ensure a high level of commitment to organisational values, policy and practice.
- Demonstrate clear leadership, support for and leadership of member volunteers and activists. For example, by attending forums, particularly the Student Committee, or member events you are responsible for, maintaining regular communication with lead network or forum members such as Chairs and committee members, and so on.
- Use specialist/expert knowledge to keep members fully engaged and informed about the objectives of the RCN.
- Actively seek, listen and respond to a range of member views and experiences to inform agreed work, with a focus on students and education.

3. Finance

- In collaboration with the RCN Institute senior team, academics and delivery teams, take a lead in the creation of business cases and/or project proposals to attract additional resources from internal and external bodies to support agreed RCN activity taking into account any cost implications, benefits and risks.

- Work with the finance and business teams to deliver financial planning and management for programmes of work ensuring identification of risk and business realisation.

4. Specific roles responsibilities

- Provide expertise in UK strategic programmes in nursing students, education and commissioning.
- Show leadership by working in a manner which demonstrates a commitment to best practice in inclusivity, equality and human rights legislation and guidance. The RCN is working towards equality of opportunity for all, and staff are required to bear this in mind when carrying out their duties.
- Demonstrate clear decision-making in line with organisational strategies and plans, consulting others where necessary to deliver the RCN strategic goals.
- Responsibility to demonstrate appropriate use of communication channels e.g. consistent attendance at agreed meetings, preparing concise and accurate briefings, appropriately and purposefully sharing intelligence, sharing opportunities for development, and contributing to the delivery of the RCN Institute.
- Build and extend the profile of the work of the adviser and the department by developing networks across the organisation to fully utilise the experience and talents of RCN staff and departments.
- Actively participate as a member of the department, including supporting other departmental projects, away days, regular team meetings and other developmental activity.
- Effectively line manage as required, supporting their professional development, providing mentorship, and coaching as required.
- Provide expert consultancy for the RCN as required.

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 reviewed:
June 2025