



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Project Manager

Department: Project Management Office (PMO)

Reports to: Directorate Business Manager

Key relationships:

- Executive and Senior Leadership Team
- All RCN Group functions
- External suppliers and partners

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: F

London weighting: As applicable

Location: London HQ or Cardiff

JOB PURPOSE

The post holder will be responsible for providing comprehensive, proactive and structured responses to the management of projects and products. The postholder will provide professional project management expertise and embed a culture of continuous improvement.

The post holder will support or lead priority projects across RCN departments and will support product delivery ambitions for the College.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 To lead, manage, support and motivate a multi-skilled professional workforce to deliver projects on time, within scope, agreed budget and with the defined resources.
- 1.2 To support and manage the relationship with the Finance Department to ensure that project/programme accounting and budgetary system meets statutory requirements for commercial work streams.
- 1.3 To line manage team coordinators and administers and support staff to fulfil their role requirements and development ambitions.

2. Projects

- 2.1 To develop and embed project management principles to ensure consistency, accountability, and achievement of milestones across all projects.
- 2.2 To develop effective working relationships and work collaboratively with teams and individuals that interface with the projects/programmes.
- 2.3 To develop efficient ways of working by continually reviewing and implementing improvements to all systems and processes.
- 2.4 To champion the use of project methodology across the RCN.
- 2.5 To operationalise the products of the Professional Services offer working in collaboration with the proposition/ clinical leads to support delivery ambitions.

3. Financial responsibilities

- 3.1 To act as the direct contact with the Finance Department regarding the financial management of each project or programme.
- 3.2 To monitor and manage the overall budget and expenditure of projects/programmes and ensure financial reports are prepared as required.
- 3.3 Managing all invoicing and financial arrangements associated with projects/programmes.
- 3.4 To compile commercial costings for programmes within the professional services offer.

4. Specific role responsibilities

- 4.1 To advise support and raise awareness of project management methodology across the organisation.
- 4.2 To work to embed a consistent approach to the management of project work across the RCN
- 4.3 To advise on good practice in completing business cases, stakeholder engagement, risk management, defined output, outcomes and benefits as well as acceptance criteria.
- 4.4 To ensure Business plans, objectives, outputs and outcomes are aligned with programmes of work.
- 4.5 To support staff to adhere to the appropriate reporting and governance mechanisms in the directorate.
- 4.6 To develop and manage project budgets, cost projections and estimate resource requirements
- 4.7 Produce, monitor and update project plans. Ensure accurate and timely reports on project status throughout the lifecycle, including up to date project logs, highlight and exception reports
- 4.8 Provide project transparency of risks, issues and decisions through the development and maintenance of raid logs
- 4.9 Facilitate workshops, project scope and delivery meetings and stakeholder engagement
- 4.10 To support and implement a marketing plan in collaboration with the Marketing Department for professional services products.
- 4.11 To develop and implement a communications plan in collaboration with the Communications Department to promote the products in professional services.

5. Additional responsibilities

- 5.1 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.
- 5.2 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.3 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

5.4 Support member ballot and industrial action activities when required.

5.5 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.

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

Job description updated by:
Charlotte Brooks, Directorate Business Manager
August 2025