



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Member Network Development Lead

Department: People & Inclusion

Reports to: Diversity and Equalities Co-ordinator

Key relationships:

EDI Team
RCN Independent Health and Social Care leads
RCN Institute
RCN Activism Academy
RCN regions and countries
RCN Governance
RCN Communications
RCN Digital

Hours: 35 hours per week
(Required to work flexibly to meet the requirements of the job. The postholder will be required to travel extensively within the UK with overnight stays and extended days required to fulfil the duties of the post)

Grade: F

Location: London, Cardiff or East Midlands with hybrid working

JOB PURPOSE

The post holder will lead development of a number of RCN UK-wide member identity networks with a specific relationship with the RCN EDI Committee and the wider RCN governance structure. The post holder will be responsible for ensuring the development and longevity of resilient and engaging networks with a defined programme of activity and support.

The objectives of the member networks will be to:

- Understand, analyse and educate on matters of equality
- Be a voice within the RCN, amplifying the lived experiences of members

- Organise directly affected members to take meaningful action
- Embed equity, diversity and inclusion into the operational and strategic capability of the RCN Group.

KEY RESPONSIBILITIES

1. Specific role responsibilities.

The post-holder will be required to:

- Develop and support a number of UK-wide member EDI networks including: women; disability (including neurodivergence); global majority; and LGBTQIA+ member communities.
- Develop, embed and sustain democratic processes in partnership with RCN governance to run processes that create a recognised steering group for each network as well as a broader forum for all network leaders.
- Provide information, support and assistance to RCN member-led and staff bodies on all matters relating to the development and operation of member EDI members.
- Identify, recruit, support and inspire active member participation in the network by carrying out robust member outreach and engagement both in partnership with the RCN Activism Academy and others.
- Act as a point of contact for existing and emergent member EDI networks and respond to queries as they arise.
- Ensure consistency of support and resourcing across the range of networks, identify and appropriately frame intersectional issues that emerge to the EDI Committee and wider governance structure
- Identify opportunities to enhance the profile and influence of the member networks across the RCN Group and beyond
- Support the co-design and delivery of an events programme for each network in partnership with members
- Use a variety of methods to research and evidence member network lived experience and frame issues appropriately to optimise impact and longer-term outcomes.
- Facilitate dialogue between the member networks, identifying and framing both specific as well as intersectional issues.
- Co-produce an annual report with each member network, providing further insights and evidence into lived experience and highlighting critical areas for reform and other activity.

- Co-produce learning and development programme for network members, enabling members to commission learning packages from the Activist Learning and Development team.
- Lead on the development and sustainability of the member EDI networks, planning and facilitating meeting and developing effective working relationships with key stakeholders.
- Identify opportunities for growth and partnership through the networks
- Engage with external stakeholders operating throughout and across the UK health and social care sector.
- Liaise with teams and directorates working to support member engagement with the networks
- Implement an evaluation framework to determine and evidence impact of the networks.
- Engage with the Activism Academy and other groups to ensure the successful implementation of campaigns and other organisational objectives.
- Enable structured communication channels for the member networks with support from the Activism Academy.
- Identify and engage existing member networks and groups to highlight the broad range of network activity.

2. Management responsibilities

- Under the direction of the Diversity and Equality Co-ordinator, research, plan and operationalise the development of member EDI networks in partnership with relevant RCN members. The post-holder will be required to complete actions that enable the networks to have a clear governance structure and effectively implement democratic process. The post holder will provide the day-to-day leadership and management of the work for the RCN Group in this area. The postholder will also link with EDI and Activism teams to identify issues and appropriate solutions.
- Engage senior leaders across the RCN Group in the activity of the networks and highlight insights and shared objectives.

3. Financial responsibilities (Budget owners/managers)

- Be responsible for the management of project budgets, communicating and working within the RCN's finance, budgetary and business planning procedures.

- Manage own financial responsibilities such as processing relevant forms by deadlines, authorising appropriate transactions.
- Comply with the RCN Financial regulations and related policies, to safeguard the assets of the RCN.
- To code invoices to the appropriate financial codes included in the budget i.e., cost centre, project/resource and account codes in compliance with the RCN's Finance Policy.
- Manage own financial responsibilities such as raising and receipt purchase orders.
- Comply with the RCN Financial regulations and related policies to safeguard the assets of the RCN.

4. 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:
Wendy Irwin, [Diversity and Equality Co-ordinator]
March 2025