



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Project Co-ordinator
Department: Institute of Nursing Excellence
Reports to: Programme Manager

Key relationships:

King's Nursing Cadets team
Youth and Health Partners
Nursing Cadets, their parent, carers and guardians

Hours: 17.5 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 (to include weekends) required to fulfil the duties of the post)

Grade: G

London weighting: As applicable

Location: RCN Cardiff Gate, Bolton or London HQ

JOB PURPOSE

The Project Coordinator is responsible for supporting the delivery of the RCN King's Nursing Cadets. The post holder will work closely with the Programme Manager and project team to ensure delivery of the Programme is to KPI's and to budget, with the nursing cadet experience at the core of everything they will do.

The role of the Project Co-ordinator is to support the RCN King's Nursing Cadets in the delivery of viable cohorts.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 To work closely with the Programme Manager to set up, manage and update all associated project files and documentation with appropriate version control
- 1.2 Work with both programme managers and leads to create project plans with timescales and key milestones
- 1.3 Schedule and co-ordinate meetings for the project team in line with identified timescales
- 1.4 Prepare progress reports to include cadet data, legal agreement tracking and merchandise/materials logs
- 1.5 Work collaboratively within the team to ensure work is effectively planned and delivered, using resources appropriately.

2. Financial responsibilities

- 3.1 Support the programme manager to ensure that accurate budgets are prepared for projects, including sourcing and preparing costings, preparation and updating of budget phasing documents, processing and monitoring of expenditure and preparation of reports and forecasts.
- 3.2 Process cadet travel expense forms, deal with enquiries, in line with the cadet Travel Expenses policy.

3. Specific role responsibilities

- 4.1 Support programme manager with enquiries, liaising with external stakeholders as required and working with internal departments and existing, current and would be nursing cadets.
- 4.2 Support project team with preparation for strategic stakeholder meetings to include minutes, agendas and diary management.
- 4.3 Co-ordinate with all cadet partners to ensure a timely and successful cadet journey experience.
- 4.4 Contribute to the written communication for the programme by preparing reports, briefings and presentations to a high standard for meetings at various levels, both within and outside the organisation.
- 4.5 Manage the Cadet data and oversee Cadet membership/CRM element of the programme

- 4.6 Manage Cadets materials organising couriers, postage, packaging and liaising with publications teams to manage storage issues, updating relevant trackers flagging minimum stock/merchandise levels.
- 4.7 Support the development of the Cadet Alumni Network.
- 4.8 Support the project team with the co-ordination of forthcoming events, networking opportunities, promotional opportunities to involve co-ordinating materials, diary management and team resources.

4. Additional responsibilities

- 5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.2 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.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.4 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.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Helen Hare Programme Manager
August 2025