



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Integration Programme Manager

Department: RCN/RCNi Integration

Reports to: Integration Director

Key relationships:

- Communication department
- RCN Institute
- Marketing & Business
- Digital Delivery & IT Operations
- PMO
- Governance
- Finance
- RCNi

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: London HQ with hybrid working

JOB PURPOSE

RCN's vision for the integrated organisation is to be the voice and trusted leader for the advancement of nursing. The role of the Programme Manager is to support the development and execution programme of work for the integration of RCNi and RCN.

The post holder will be responsible for providing comprehensive, proactive and structured responses to manage programmes of work, provide professional programme management expertise and embed a culture of continuous improvement and innovation.

The postholder will work with the Integration Director and Integration Steering Committee to deliver a programme of strategic and operational importance. This is a hands on role, managing a programme of work to deliver positive change at pace.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Lead, manage and motivate a multi-skilled professional workforce to deliver a large scale change programme of work on time, within scope, agreed budget and with the defined resources
- 1.2 Provide professional and effective leadership to the programme, and matrix manage programme and project team members
- 1.3 Develop, set up and organise a programme of work to deliver the required changes
- 1.4 Estimate manage and monitor delegated budgets, programme performance and resources to ensure value for money and timely delivery
- 1.5 Champion the right change, in the right way by adhering to RCN practice governance, processes and procedures
- 1.6 Build a programme management body of knowledge to provide insight to inform business critical decisions and change management processes

2. Projects

- 2.1 Produce monitor and update programme and implementation plans. Ensure accurate and timely reports on programme status throughout the life cycle. Create accurate and timely status reports throughout the programme lifecycle, including up to date programme and project logs, highlight and exception reporting
- 2.2 Facilitate and lead workshops, programme delivery meetings and stakeholder engagement sessions
- 2.3 Manage programme goals and ensure they are met by implementing and managing changes and interventions, by ensuring programme enables realisation of integration benefits and opportunities
- 2.4 Analysing programme risks to delivery. Ensure programme transparency of risks, issues and decisions
- 2.5 Work collaboratively and closely with stakeholders across RCN, and across programmes of work, ensuring that you meet with stakeholders to maintain smooth written and verbal communication. This is a hands on role.

2.6 Evaluate programme impact and delivery of programme benefits

3. Financial responsibilities

3.1 Develop and manage programme budgets, cost projections and estimate resource requirements

3.2 Create benefit frameworks and work with Integration Director and Steering Committee to establish and maintain programme governance

4. Specific role responsibilities

4.1 Lead the development and delivery of integration & change programmes, workstreams and projects

4.2 Day to day management of programme ensuring goals are met including stakeholder satisfaction, safety, quality and team member performance

4.3 Keep up to date with programmes and projects and report progress of all work within the responsibility of the role

4.4 Manage programme performance and develop evaluation methods to assess programme strengths and identify areas for improvement

4.5 Be visible and fully engaged - to develop and maintain productive relationships with internal and external stakeholders

5. 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 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 promote the professional offer, encourage member recruitment and revenue generation. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellence in practice and shapes health policies.

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

Job description updated by:
Rachel Armitage, Integration Director,
September 2025