



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Project Coordinator

Department: Institute of Nursing Excellence
Leadership Academy

Reports to: Head of Institute Operational Delivery

Key relationships:
Director of Institute of Nursing Excellence
Deputy Chief Nurse
Associate Directors of the Institute Academies for
Workforce/Practice/Leadership/ International and
Education
Heads of Practice/Leadership
Institute Admin Team
Project Management Office

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: G

Location: RCN UK HQ with hybrid working
(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)

JOB PURPOSE

The Project Coordinator is part of the team responsible for supporting the delivery of the Psycho Social Interventions (PSI) programme. The Project Coordinator works closely with the Head of Nursing Practice, the Project Manager and project team to support the delivery of high-quality projects to time, within scope and to budget. The role requires collaboration with members, internal teams and external stakeholders.

KEY RESPONSIBILITIES

1. Management responsibilities

- Coordinating all PSI cohorts including:
 - Scheduling programme delivery dates with commissioning Trust and facilitators
 - Preparing facilitators and coaches statement of works for Project Manager (PM) to send
 - Drafting and sending all cohort communications/emails e.g. getting started email to Trust, welcome email to participants etc
 - Working with digital team to make sure all materials are up to date and added to the online learning system before programme start date
 - Ordering hard copies of materials (workbooks and certificates) to be delivered to participants and facilitators
 - Opening all PSI online deliveries (Admin and digital team to support if more than one running in a day)
- Preparing all evaluation reports including:
 - Using JotForm to collate all End of Day evaluation reports and sending to the commissioning Trust to review at the end of each module
 - Leading meetings to report themes and issues arising from the reports to PSI content lead and PM
- Managing the pool of Consultants including:
 - Coding all consultant invoices on eBIS once processed by administrator
 - Keeping consultant contact information up to date
 - Coordinating the annual IR35 review process for all PSI consultants
 - Sending IR35 documents to all new consultants after they have had their initial quality assurance meeting
 - Scheduling IR35 meeting with HR and Finance once the documents have been completed and returned
 - Arranging the bi-annual coaching feedback sessions
 - Sending coachee information to coaches for each programme and liaising with coaches and Trusts to encourage participants to take up coaching offer
- Work collaboratively within the team to ensure work is effectively planned and delivered, using resources appropriately.

2. Development responsibilities

- Support the continued development of programme and project management principles, and how these are embedded into working practices.

- Identify personal development needs to enable continued high levels of performance in the role and discuss how these can be met as part of continuing conversations process.

3. Financial responsibilities

- Support the project 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.
- Support the project manager and project leads to ensure the key performance objectives are accomplished in accordance with the RCN Group Strategic Plan, Council Priorities, NPPD annual plan and agreed funding and accountability, and governance mechanisms for ongoing projects.

4. Specific role responsibilities

- Attend and participate in relevant strategic planning days or meetings, reporting on key performance objectives relating to the work within your portfolio.
- Ensure good communication and reporting to relevant stakeholders and management takes place by preparing reports, briefings and presentations for the Leadership Academy to a high standard for meetings at various levels, both within and outside the organisation.
- Document and follow up on important decisions and actions arising from meetings, undertaking activities as required and providing solutions where appropriate.

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.