

A healthcare worker, likely a nurse, is shown in profile, looking upwards and to the right. She is wearing a light blue surgical mask, a clear plastic apron over her blue scrubs, and blue nitrile gloves. Her hair is tied back. The background is a bright blue sky with a wooden trellis structure and some green foliage. The overall tone is professional and hopeful.

RCN Foundation External Adviser Recruitment Pack April 2022

Dear Applicant,

Thank you for your interest in the RCN Foundation. I am delighted that you have chosen to find out more about this key role for the charity.

The RCN Foundation is a charity and grant-maker that supports members of the nursing and midwifery teams (nurses, midwives and health care support workers) to improve the health and wellbeing of the public.

In 2018 we embarked on an exciting growth strategy to reach more of the nursing and midwifery community across the United Kingdom. Our aim was to support them to provide the very best possible care to patients and, in so doing, to improve the health and wellbeing of the public. The Board has refined and extended the strategy to the end of 2023.

We are seeking to strengthen and widen the scope, expertise and diversity of our Board and Committees. To further strengthen the work of our Grants Committee, we are seeking an individual who has a sound knowledge of the issues as they relate to nursing/midwifery in Northern Ireland to join the Committee as an External Adviser. With the nursing and midwifery workforce very much in the public eye as a result of the pandemic, this is an excellent opportunity to help contribute to a charity that aims to shape the UK's healthcare landscape. We are looking for an individual who has the skills to support our current and future work.

Should you wish to learn more about our work please do visit our website – www.rcnfoundation.org.uk.

Thank you once again for your interest.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Christine Scott-Perry".

Christine Scott-Perry

Chair, Appointments Panel
Vice-Chair, Board of Trustees

Overview of the RCN Foundation

Purpose and Activities

The RCN Foundation is an independent charity (registered charity number: SC043663 [Scotland]; 1134606 [England and Wales]; registered company: 7026001) and grant-maker which is part of the RCN Group. It was established in 2010, when the Royal College of Nursing (RCN) separated its charitable and trade union activities. The charity supports and strengthens nursing and midwifery to improve the health and wellbeing of the public. The charity supports nurses, midwives, Nursing Associates, healthcare support workers, student nurses and midwives, and retired nurses, midwives and healthcare support workers by:

- **Supporting** individual members of the nursing team by providing grants for financial hardship and education activities
- **Investing** in the future of the profession by funding projects in our key priority areas of care home nursing; supporting children and young people's mental health and emotional wellbeing, and learning disability nursing
- **Championing** nursing and midwifery by supporting projects that raise the profile of the profession, and help the public to better understand the contribution made by nursing and midwifery staff to improving the nation's health

The RCN Foundation supports staff across all of the nations of the UK, in both health and care settings. Our help is available to any nurse, midwife or healthcare support worker who needs it, irrespective of whether they are a member of the RCN.

Governance

Board of Trustees

The Board has provision for up to 12 Trustees, of which RCN Council is involved in the appointment of four Trustees. At least three of the Trustees must have no previous connection with the RCN. This enables the Foundation to retain its strong connections with the RCN whilst maintaining its independence. The Board of Trustees normally meets quarterly with the addition of an annual Board Awayday.

Committees

There are two substantive committees of the Board – the Grants Committee, and the Income Generation and Investment Committee – which meet on a quarterly basis.

- The Grants **Committee** is accountable to the Board for the development and implementation of the grant-making strategy which spans grant-making for hardship and education, nursing-led practice development and research projects; and activities that raise the profile of the profession.
- The **Income Generation and Investment Committee** is accountable to the Board for the development and delivery of the fundraising, marketing and communications strategy, as well as keeping the investment strategy under regular review and monitoring the performance of the investment manager.

Membership of committees consists of Trustees and External Advisers with a Trustee chairing each committee.

The Foundation also has an Appointments Panel, comprised of Trustees and External Advisers, which oversees the recruitment and appointment of Trustees, Chair and Vice Chair elections, and Committee appointments on behalf of the Board. It also oversees Trustees' induction, development programmes and performance review.

The Foundation has two Country Committees, one for Scotland and a second for Wales. The role of these Committees is to raise the profile of the Foundation's work in their respective countries; bring knowledge of the key country-specific issues affecting nursing, midwifery and healthcare to the attention of the Foundation; and aim to raise funds for the Foundation's work. Country Committees are chaired by a Trustee from the relevant country.

Our income

A significant proportion of the Foundation's income is generated from returns from its investment portfolio. In addition, the Foundation also generates income from a range of fundraising activities throughout the year.

Grant-making Activities

Since the Foundation was established, we have made significant progress in the three areas of our work.

Hardship grants

The RCN Foundation provides advice and hardship grants to those who are struggling financially for a number of reasons. Currently, this service is delivered in partnership with the RCN through its Lamplight Support Service. The Foundation funds in full the operational delivery cost of the Lamplight Support Service and the grants to beneficiaries, whilst the RCN provides the personnel and infrastructure required to deliver, monitor and evaluate the service.

Monitoring of the service has demonstrated its positive impact for beneficiaries. In 2020, 65% of callers to the service reported that they were better off financially as a result of the advice they were given. Furthermore, individuals who contacted the service were, on average, £5,800 better off per year as a result of the advice they were given. 70% of hardship grant recipients said that the grant increased their financial independence, and 30% said the grant would assist them in getting back to work.

Education and career development grants

The RCN Foundation provides grants for education and career development opportunities to nurses, midwives and healthcare support workers across the UK. Grants awarded are for activities that range from a one-off course in a wide range of clinical areas, to funding to support PhDs. Funding is awarded following a competitive application process so that the very best applicants are supported to develop and enhance their careers. In 2020, the Foundation provided grants of around £150,000 to 70 individuals.

Strategic nursing-led projects that improve patient care

Since 2010, the Foundation has funded a wide range of projects. These include:

- The refurbishment of the RCN Library and Heritage Centre, the largest nursing specific resource in Europe
- A major project to develop and evaluate the principles that underpin good care for dementia patients in both acute hospital and care home settings

- A number of projects aimed at providing nursing-led support to people with a learning disability, including on end of life care and the Coronavirus
- A Public Lecture series that aims to focus on key health issues, whilst increasing public understanding of the role and contribution of nursing
- A wide range of projects to support nurses providing care to older people in a care home setting. This has included the development of an education-career pathway for care home nurses, the development of a MOOC on the role of a care home nurse, and an animation to support revalidation for nurses working within the care home setting

In 2020, a major grant-giving programme of supporting and strengthening nursing in a care home setting came to an end. Two new priorities were agreed by the Board in relation to projects-based grant-making – nursing-led interventions that support children and young people's mental health and emotional wellbeing; and learning disability nursing.

Stakeholder engagement and scoping research to identify key issues on both of these themes has been undertaken. In 2021, the Foundation launched a new three-year funding programme on nursing-led interventions that support children and young people's mental health and emotional wellbeing, with the programme on learning disability to follow in 2022.

Further details about all of the Foundation's grants programmes can be found on our website at www.rcnfoundation.org.uk.

Response to COVID-19

In April 2020, we launched our COVID-19 Support Fund to respond directly to the challenges faced by frontline nursing and midwifery staff across the UK who were at the forefront of battling the pandemic. The aim of the Fund was to provide emergency financial aid and psychological support to nursing and midwifery staff adversely affected by the pandemic. Between April and October 2020, the Foundation provided emergency hardship grants to nearly 3,300 frontline staff to the value of £1.45 million.

The Foundation also funded a number of COVID-19 related projects. These included funding for the Institute of Health Visiting to develop, implement and evaluate a programme of promoting emotional wellbeing at work for small groups of health visitors (HVs) working in the community during the COVID-19 pandemic. The project will develop and provide a virtual group support programme for HVs based upon a restorative supervision model.

The Foundation will also be funding two further projects: one to carry out a mixed methods exploratory study to examine the impact of effective leadership strategies on nurses' and midwives' experiences of practicing during the pandemic; and a second focussed on an evaluation of Psychological First Aid as an intervention on psychological outcomes for nursing teams working within the care home sector throughout the pandemic.

In response to a gap in accessible and appropriate information for people with learning disabilities and/or autism, the Foundation funded the charity Beyond Words to develop a wordless picture story called *Beating the Virus*, to help people with learning disabilities to better understand COVID-19 and to cope with the additional constraints that it has imposed. Funding was awarded to a second project aimed at people with learning disabilities and was awarded in early 2021, this time on the COVID-19 vaccine. This is a joint project between the University of Hertfordshire and the charity Beyond Words.

A significant priority for the Foundation has been the mental health of members of the professions themselves. To that end, we commissioned The King's Fund to undertake a review of the mental health of nurses and midwives in direct response to the pandemic. The resulting report, *The Courage of Compassion*, has gained significant traction across the sector and further follow-up work is planned. A follow up webinar held in December saw over 4,600 people register for the event, with over 2,000 viewing live.

Finally, the Foundation has developed an online repository of information and resources to support the mental health and wellbeing of nursing and midwifery staff. The repository is housed on the Foundation's website.

External Adviser to the RCN Foundation Grants Committee

Role Description and Person Specification

Background

External Advisers bring their skills and knowledge to the committee on which they sit to ensure it is able to make informed decisions in line with best practice and to oversee the development and delivery of the Foundation's strategic objectives. They are appointed through an open recruitment process.

The Foundation is seeking an experienced individual to join its Grants Committee as an External Adviser. The Grants Committee oversees the Foundation's grant making activities for hardship, education, and nursing and midwifery led practice development and research projects. To further strengthen the work of the Committee we are particularly seeking an External Adviser based in Northern Ireland with a background in nursing and/or midwifery.

Time Commitment

- Estimated 6 to 10 days per year.
- The time will be spent attending meetings of the Grants Committee, reviewing papers and responding to requests from the Committee Chair.
- There is also an opportunity to take part in Foundation events during the year should they wish to, such as our Annual Impact Awards and Dinner.

Committee meetings per year

- Four Committee meetings per year, usually from 4pm to 6pm, in London. There is an opportunity to attend meetings virtually. Currently, meetings are being held virtually due to the pandemic.

Remuneration

- The role of an External Adviser is a voluntary position and not accompanied by any financial remuneration. However, reasonable out of pocket expenses such as travel costs will be reimbursed.

Terms of Office

- External Advisers normally serve a minimum term of four years, which can be renewed for a second four-year term.
- The maximum is a total of two terms.

Role Description

1. To provide independent and objective specialist advice to the RCN Foundation's Grants Committee.
2. To support the development and implementation of the work of the RCN Foundation through the Grants Committee.
3. To ensure that the Committee is aware of any relevant best practice.
4. To take full part in the work of the Committee, including reading papers for each meeting so that effective contributions can be made.
5. To provide advice and guidance to the Head of Grants and Impact and relevant staff members on wider issues within your area/s of expertise.
6. To enable the charity to achieve its strategic objectives.

Person Specification

External Advisers should have the following knowledge, skills, experience and qualities:

1. Knowledge of, and commitment to, the charitable objects, mission and priorities of the Foundation.
2. An understanding of good governance in charities.
3. Willingness to act in the best interests of the charity and comply with the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership).
4. Experience of, and a background in, nursing and/or midwifery.
5. The ability to work well as a member of the team.
6. An ability to commit the necessary time to be an effective member of the Committee.
7. Sound analytical skills and good judgement.

How to Apply

To apply in confidence to become an External Adviser to the RCN Foundation's Grants Committee, please submit a copy of your CV together with a supporting statement (maximum of 2 pages of A4). You will also need to submit a completed equal opportunities questionnaire, which will be kept confidential and separate from your application during the shortlisting and interview process.

To give you the best chance of success, please ensure that your application fully addresses the requirements for the role. Please note that you are not eligible to apply for the role if you are: an employee of one of the entities within the RCN Group (Royal College of Nursing, RCNi, Hold Co Ltd or the RCN Foundation); or a member of the Royal College of Nursing's Council, Country Boards or Committees.

We expect the interviews to be held virtually. If you require any special provision as a result of any disability should you be called for interview, please do let us know. Finally, please ensure that you have included your contact number and email address, as well as any dates when you will not be available or might have difficulty with the indicative timetable. Applications should be sent via email to angela.flanagan@rcnfoundation.org.uk.

The recruitment timetable is as follows:

Deadline for applications: Friday 20 May 2022

Shortlisting: 23 May to 27 May 2022

Panel Interview: Thursday 23 June 2022

If you wish to have an informal discussion about this role, please contact Deepa Korea, Director, RCN Foundation on deepa.korea@rcnfoundation.org.uk