



JOB DESCRIPTION FORM

THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

Job Title:	Special Programmes Officer
Contract:	Temporary – three months Secondments for this role will be considered
Department:	RCN Foundation – Governance Risk and Planning
Location:	RCN UK HQ Office (London)
Reports to:	Head of RCN Foundation
Hours:	21 hours per week
Grade:	F
Salary:	£38,628 per annum (pro-rata)
London Allowance:	£4,110 per annum (pro-rata)
Inclusive Salary:	£42,738 per annum (pro-rata)

Job Purpose

The RCN Foundation is an independent charity and grant-maker with a mission to support and strengthen the nursing workforce, and improve the health and wellbeing of the public. In particular, the Foundation aims to enable members of the nursing team to overcome disadvantage, realise and develop their potential, and enjoy a fulfilling career.

As part of the RCN Group the Foundation works alongside the Royal College of Nursing, a trade union and professional body, RCNi, a media company providing up-to-date health care information for the whole nursing workforce, and RCN Hold Co, which provides personal injury and other legal services.

The Foundation supports education and career development opportunities and funds strategic, nursing-led projects that aim to improve patient care. It also provides financial assistance and other support when members of the nursing profession are facing hardship.

This is an exciting time for the Foundation as we launched our new strategy in December 2017 for building on our strong foundations and growing our impact over the next three years.

About the Role

You will be developing and managing a grants programme to support the training of specialist nursing roles and to encourage more young people to join the profession. The funds associated with the grants programme are the result of a significant fundraising appeal by a high profile supporter.

This is an important role working alongside the Head of the Foundation to represent the RCN Foundation to external audiences and position the charity. You will develop strong working partnerships to design and deliver high profile new grant programmes.

You will provide research support and lead policy work to promote nursing as a fulfilling and worthwhile career to young people as well as specialist advice and proactive support on the issue of specialist nursing.

You will be supported by a Programme Board to deliver a high quality grants programme that meets its objectives and achieves high impact.

Main duties and responsibilities

1. Grants programmes and projects

- Scope and develop the specialist nursing grants programme, identifying key objectives, delivery mechanisms, milestones and expected outputs
- Deliver an effective, efficient and transparent specialist nursing grants programme, ensuring in particular the smooth running of an online application process
- Monitor the expenditure on the programme, to ensure we optimise the use of the donations for the benefit of our beneficiaries
- Develop a legacy plan for the specialist nursing grant programme to ensure that it achieves a lasting impact
- Work on other project activities as agreed with the Head of Foundation

2. Liaison

- Work with the Programme Board to deliver the specialist nursing grants programme
- Develop links and liaise with individuals from key organisations to ensure the effective delivery of the programme
- Work with colleagues from different RCN departments to ensure the grants programme is informed by best practice and is targeting the nursing team in the right way

3. Reporting

- Develop Key Performance Indicators for the grants programme
- Establish appropriate reporting mechanisms for the grants programme
- Ensure the smooth delivery of all reporting, including from recipients receiving grants and also from the Foundation to donors

4. Communications

- Work with the Head of Foundation to oversee the effective management of all communications (internal and external) in relation to the programme

5. Control of HR and Health & Safety

- Every employee will co-operate in maintaining safe and healthy working environments by complying with RCN Health and Safety Policy and subsidiary policies and procedures relevant to their work activities

6. Equality and Diversity

- Promote good equality practice and play a key role in ensuring equality of opportunity in the workplace
- Observe all the relevant law relating to equality of opportunities
- Encourage a working atmosphere where everyone is treated with dignity and respect
- The RCN is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work

7. Any Other Duties

- Act with diplomacy and discretion to safeguard confidential and commercially sensitive information at all times
- Undertake additional duties as requested by the Line Manager