



Royal College
of Midwives

Job Description and Person Specification

Assistant National Officer, Wales

Grade	E
FTE	0.8
Permanent work location	RCM Wales office in Cardiff or home based in Wales
Reporting and accountable to	Director for Wales
Line management responsibility	None
Travel requirements	Travel across Wales as required Travel to RCM UK offices may be required occasionally
Live registration with the NMC as a Midwife	Required throughout employment

Role outline

The RCM Wales Assistant National Officer will be a key member of the RCM Wales team enabling us to fulfil our vision to be a well-managed and well organised team delivering on the RCM Wales Business priorities.

The role will be responsible for organising and supporting recruitment activity and member engagement activities required for Wales and the Channel Islands. The post will assist and support both the Director for RCM Wales and National Officer to ensure a visible and effective RCM voice at stakeholder and policy meetings. The role will assist the National Officer with case management and be able to provide advice and support where appropriate.





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Responsibilities

- A.** Coordinate and lead activity on the development of membership groups and networks
- B.** Develop effective relationships and act as resource with RCM activists in the geographical area, with a focus on developing confidence and skills to organise and recruit members
- C.** Assist in the recruitment of stewards, health and safety and union learning representatives
- D.** Support the National Officer with their case management as appropriate.
- E.** Undertake the management of individual cases as delegated
- F.** Contribute to the lobbying and campaign activities of the RCM by building effective relationships
- G.** Be a conduit to ensure the RCM's national policy, priorities, campaigns and initiatives are rooted in the lived experience of our members
- H.** Provide information and advice internally and externally and contribute to a range of RCM activities
- I.** Provide advice and information to members and external stakeholders as required in line with RCM's position
- J.** Work across the RCM Team Wales team on the effective delivery of the RCM Wales Business plan through a range of core business, programmes and projects throughout the year to support the growth, capacity and capabilities
- K.** Actively contribute to RCM's internal working groups and task and finish groups as required
- L.** Ensure compliance with relevant Data Protection legislation
- M.** Participate within a cross functional team working environment
- N.** Produce and contribute to briefings, articles, blogs and presentation
- O.** Edit and manage the RCM website content as required
- P.** Contribute towards and live the RCM Staff Team Vision





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Person Specification

	Essential
Registered Midwife holding current registration with NMC	✓
Expertise and experience in the identified field of RCM activists	✓
An in depth understanding and practical experience of organising and engagement within a membership, voluntary or statutory organisation	✓
Knowledge and understanding of the issues, challenges and opportunities facing the midwifery profession	✓
Ability to promote and project the professional image of the RCM	✓
Delivery of high-quality work	✓
Innovative thinking	✓
Experience of project management	✓
Experience of database management, strong IT skills including proficient in Microsoft Office	✓
Ability to make decisions where necessary and refer when appropriate	✓
Ability to present information effectively to a range of audiences	✓
Ability to write clear and succinct reports	✓
Experience in working with a wide range of stakeholders	✓
Ability to demonstrate a clear understanding of the needs of RCM Members, NHS services in Wales and Trade unions	D
Experience of using a CRM system	D

Team RCM Skills

- A. Strong IT skills including proficiency in Microsoft Office
- B. Excellent communication skills, both written and verbal
- C. The ability to be flexible and adaptable
- D. A focus on performance and output
- E. A high level of commitment
- F. The ability to take responsibility and to deliver in a timely fashion
- G. Cross functional team working
- H. Managing competing priorities

The post holder may be required to carry out other duties as are within the scope, spirit, and purpose of the job.

