



Job Description Senior Organiser, Northern Ireland

The RCM delivers RCM services to members across Northern Ireland, Scotland, and Wales.

The RCM also has four England regions within its UK team, each responsible for delivering RCM services to members at a local level in alignment with NHS England regional distribution:

North	Midlands & East	South	London

The Senior Organiser will work to deliver, coordinate, and develop our wide range of services:

- 0.4 FTE (2 days per week) as part of the Northern Ireland team building capacity and capability of RCM membership activity at local level through organising and engaging techniques and support
- 0.2 FTE (1 day per week) leading, coordinating, and facilitating national member-facing campaigns and initiatives across the UK

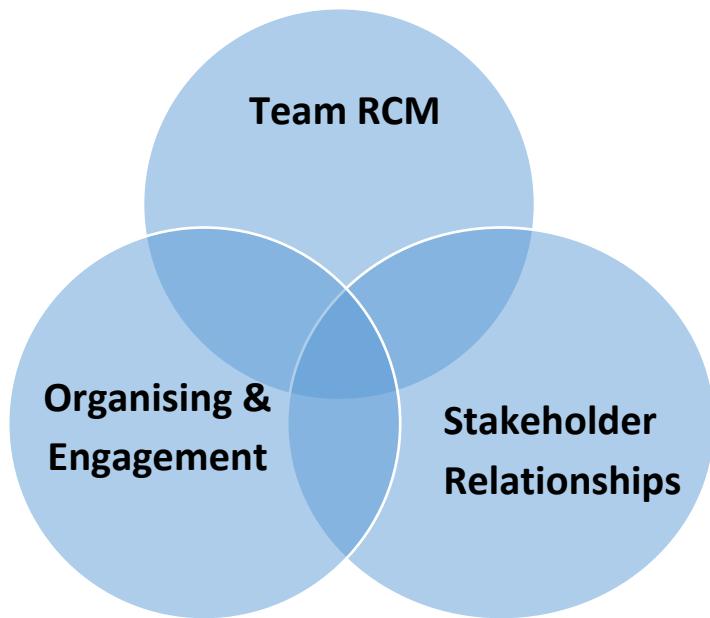
The post holder is accountable to the Director of Northern Ireland but will work collaboratively with colleagues delivering services to members across the UK.

Senior Organisers are required to live within a reasonable travel distance of all areas of their region and will be expected to travel regularly across the geographical area. Travel to and presence within the RCM's headquarters in London will be required throughout the year, dependant on meeting requirements.

RESPONSIBILITIES

The Responsibilities of a Senior Organiser fall within three key aspects of the role:





Team RCM

- Ensure compliance with relevant Data Protection legislation
- Work on UK-wide campaigns or working groups where required
- Collate, interpret, and analyse data, membership activity and report as required using a CRM (Customer Relationship Management) database
- Support campaigns, networks, and branches to be responsible for the reporting and exchange of data and intelligence at a regional, national, and corporate basis
- Edit and manage the RCM website content where applicable
- Contribute towards and live the RCM Staff Team Vision

Organising and Engagement

- Work closely with UK colleagues across services to members on the delivery of the RCM's organising and engagement strategy
- Proactively coordinate and support local organising, member recruitment and engagement activities
- Support and develop RCM Activists within a geographical area by building local level volunteering capacity in relation to organising and engagement
- Coordinate and lead activity, intelligence and links on RCM campaigns and initiatives at national and local level
- Carry out direct recruitment, organise events and support other activity and events as required
- Provide analytical support to a range of RCM strategies, publications, products, and policies
- Deliver effective digital communications to support organising & engagement e.g., social media
- Support colleagues across the RCM for organising and engagement activities
- Deliver against the workplace learning agenda, including supporting the development of RCM Activists

- Coordinate and lead activity on the development of membership groups and networks

Stakeholder Relationships

- Be a conduit to ensure the RCM's national policy, priorities, campaigns, and initiatives are rooted in the lived experience of our members
- Develop effective relationships with RCM activists in the geographical area, with a focus on developing confidence and skills to organise and recruit members
- Contribute to the lobbying and campaigning activities of the RCM by building effective relationships

EDUCATION, QUALIFICATIONS & TRAINING

Desirable

- An organising qualification or similar

EXPERIENCE

Essential

- An in depth understanding and practical experience of organising and engagement, within a membership, voluntary or statutory organisation
- Experience of Project management
- Experience of Database management Strong IT skills including proficiency in Microsoft Office

Desirable

- An understanding of the needs of RCM members, NHS services and trade unions
- Experience of a CRM

TEAM RCM SKILLS

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



RCM BEHAVIOURS

Contributes to an open and honest culture

- Supports, encourages, and motivates colleagues
- Encourages challenge, creativity, and innovation
- Leads by example
- Values transparency and consistency
- Understands the role of individual and collective accountability

Actively contributes to RCM strategic objectives

- Has a clear understanding of other colleagues' roles and responsibilities
- Shares skills and knowledge
- Promotes cross functional team working
- Offers outstanding service to members
- Takes pride in the RCM and promotes its values in all interactions with external stakeholders

Identifies and uses the most appropriate form of communication

- Communicates clearly and simply, seeking clarity when unclear and valuing the opinion of others
- Treats colleagues with respect, honesty, fairness, and courtesy
- Is responsive to colleagues and members

Takes pride in own development

- Is enthusiastic and committed to achieving high standards and meeting agreed objectives
- Takes an active interest in recognising professional and personal development needs and priorities along side those of the team and those of the RCM

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

