



Royal College
of Midwives

Job Description and Person Specification Head of Activist Development & Member Participation

Responsibility level	Head
Grade	H
FTE	1
Permanent work location	RCM London HQ, office based in Cardiff, Belfast or Edinburgh, or home based in the UK.
Reporting and accountable to	Director, Representation & Organising
Line management responsibilities	Line manages the Administrative Officer, Organising and Representation. Matrix management of project teams as required.
Travel requirements	Regular UK travel will be required, including routine attendance at the RCM's London headquarters for meetings and team activities.
Live registration with the NMC as a Midwife	Not required.

Role outline

The primary purpose of this role is to lead, manage, develop and support a multidisciplinary team which leads activist development and member participation in the RCM across the four nations.

The role includes matrix management of colleagues working on organising and member participation projects. Providing guidance, coordination and professional





Royal College of Midwives

oversight while formal line management of those colleagues remains with their direct managers.

Responsibilities

Team RCM

- A. Lead and/or participate in programmes/projects initiated throughout the RCM.
- B. Actively participate within the RCM's Leadership team.
- C. Support a high performing culture focusing on continual improvement of services to members.
- D. Support the Director, Representation & Organising in developing and delivering on all Service to Member strategies.
- E. Disseminate information to, and from the team, including collection and monitoring of data on performance and outcomes.
- F. Help formulate operational targets and contribute to relevant annual business plans, ensuring their delivery and implementation.
- G. Ensure compliance with relevant Data Protection legislation.
- H. Champion Equality, Diversity and Inclusion.
- I. Deputise for the Director, Representation and Organising, as required.
- J. Any other work as directed by the line manager.
- K. Demonstrates a commitment to RCM values and behaviours in how they work and interact with others.

Recruitment, Organising & Member Participation

- A. Operationally lead the delivery of the RCM's Organising & Member Participation Strategy.
- B. Develop recruitment, organising and participation plans in conjunction with regional and national teams.
- C. Work with the Chief Membership Officer and Director of Representation & Organising to design, develop, pilot and evaluate new models of member participation to build the RCM's capacity, relevance, influence and strength at local, national and UK wide level.
- D. Coordinate and lead RCM work to ensure good governance of RCM branches working with the RCM Branch Governance Committee.





Royal College of Midwives

- E.** Coordinate and lead the accreditation process for RCM accredited representatives.
- F.** Contribute to the strategic planning of, and provide an operational oversight to, the RCM's Activist Training Programme.
- G.** Contribute to the strategic planning of and provide and lead the operational delivery of the RCM's events for activists including the annual Activist Conference.
- H.** Report on recruitment and organising initiatives and contribute to national planning.

Stakeholder Relations

- A.** Represent, and coordinate the representation of the RCM as appropriate where Activist development and Member participation strategies are shared.
- B.** Be a conduit ensuring the feedback of intelligence from our membership through insight, listening and learning on an ongoing basis.

Person Specification

	Essential
Degree level, or equivalent relevant experience.	✓
An in depth understanding and practical experience of organising and engagement within a trade union / membership organisation.	✓
Proven experience of people management and managing remote teams	✓
Proven and recent experience of working in a similar role, or experience which suggests suitability for this role across the four aspects outlined above, including trade union representation, organising, building strategic relationships and corporate management.	✓
Understanding of business planning, incl. preparation of reports.	✓
Budget management.	✓
Proven ability to work collaboratively.	✓
Demonstrable leadership qualities.	✓





Royal College
of Midwives

Using a Customer Relationship Management (CRM) database.	✓
----------------------------------------------------------	---



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

