



Royal College  
of Midwives

### **Job Description and Person Specification Director, Representation and Organising (Job Share)**

<b>Responsibility level</b>	Director
<b>Grade</b>	I
<b>FTE</b>	0.4 or 0.5
<b>Permanent work location</b>	RCM London HQ, office based in Cardiff, Belfast or Edinburgh, or home based in the UK
<b>Reporting and accountable to</b>	Chief Membership Officer / Deputy General Secretary
<b>Line management responsibilities</b>	Yes
<b>Travel requirements</b>	UK travel as required
<b>Live registration with the NMC as a Midwife</b>	Not required

#### **Role outline**

The RCM is the expert voice of midwifery, locally, nationally, and internationally.

The RCM's Director of Representation and Organising will lead on the delivery of all aspects of the RCM's representation and organising offer to our membership across the UK, including representation, negotiations, influence, activism, organising and member participation.

This role is pivotal into translating the RCM's national strategic and operational ambitions into effective support to members.





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The role will deputise for the Chief Membership Officer / Deputy General Secretary as required.

## Responsibilities

Competency	Accountability level
<b>Vision and Strategy</b>	Work closely with the Chief Membership Officer/ Deputy General Secretary to provide strong leadership and direction, ensuring that RCM's position as the UK's principal trade union and professional organisation for midwifery is sustained.
	Support the delivery of the mission and strategic direction of the RCM as set by the RCM's Board and as directed by the team.
<b>Relationships and Communication</b>	Be the face of the RCM to our Members and potential members, ensuring all aspects of our representation and organising services meet our strategic aims.
	Influence externally at a national and local level on all areas of RCM representation and organising services on behalf of our membership.
	Build effective working relationships across a wide range of stakeholders to achieve the roles aims.
	Manage the RCM's relationship with legal services provider, regional TUC's and other stakeholders effectively.
<b>Business Operations</b>	Ensure that the RCM is positioned to deliver effective local representation and organising services supporting, promoting, and influencing on all matters that relate to their working lives and develop and maintain a strong regional voice.
	Ensure quality assurance and coordination of the representation and organising function across the UK, including KPI's, evaluations and standards.





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	Have oversight and ensure that all relevant RCM systems and processes are in place within this area of expertise and that the RCM's reputation and standing is protected.
	Be an effective people manager within the RCM's trade union team, and in particular work closely with the Regional Head team to ensure most impact and influence across the UK.
	Undertake programme and project leadership as allocated by the RCM's Executive team to support the delivery of the strategic business plan.
<b>Ensuring Success</b>	Provide direction and leadership to the staff of the RCM.
	Ensure RCM commercial activities within this area of expertise comply with the RCM's objectives and support the strategic direction of the organisation.

## Person Specification

Competency	Executive Director requirement	Essential
<b>Vision and Strategy</b>	Highly developed leadership skills and trade union experience, providing direction whilst maintaining a corporate focus.	✓
	Ability to handle positively a demanding and pressurised role with experience of operating at a senior level in a relevant organisation	✓
	A proactive, strategic thinker with a dynamic and creative approach to problem solving.	✓
<b>Relationships and Communication</b>	Confident, clear, and persuasive communication skills.	✓
	Socially skilled, with the ability to establish rapport and professional relationships, while projecting the positive and impactful image of the RCM.	✓
	Proven interest in furthering the cause of midwives, MSWs and the midwifery profession and	✓





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	commitment to working in the best interests of the RCM and its members.	
<b>Business Operations</b>	A clear and evidenced understanding of the application of trade union policy and processes to the midwifery profession, the maternity agenda and how these affect the RCM's members.	ü
	Ability to think and work strategically as well as manage and coordinate teams to deliver operational output.	✓
	Understanding and familiarity with membership organisations and the environment in which the RCM works	✓
	Experience of budget development and management.	✓
	Proven track record of problem-solving, driving change and continuous improvement.	✓

### 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
- A. A high level of commitment
- B. The ability to take responsibility and to deliver in a timely fashion
- C. Cross functional team working

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

