

Job Description
Project Manager: RCM Wales Union Learning Fund
(21 hours per week)

The key purpose of this post is to deliver the objectives of our Wales Union Learning Fund (WULF) project. The project funded by the Wales Union Learning Fund which is aligned with the Welsh Government's Employability Plan.

The post holder will have an in depth understanding, and practical experience of the workplace learning agenda, and understand the learning needs of the maternity and/or the health service workforce.

An ability to manage projects and run learning events are important assets in this role.

Previous experience of working with training providers would also be advantageous.

Being able to flexibly manage working time and balance travel for face-to-face delivery with the efficiencies of digital delivery is also very important.

The post holder will work with the RCM members and non-members in Wales, workplace representatives, professional colleagues within the RCM and develop working relationships within the Health Boards and other stakeholder organisations.

An understanding and practical experience of the challenges of digitalisation and how it is changing working practices would be an asset in this role, along with an awareness of the key issues affecting maternity services and the workforce in Wales.

The post holder is accountable to the Director for Wales and will work within the RCM Cymru Team, to deliver on shared working objectives.

All roles at the RCM are expected to contribute towards and live the RCM Values and Behaviours.

RESPONSIBILITIES

- Managing the Welsh Government contract for the Wales Union Learning Funded project and delivering on project targets.
- Delivering personal and professional learning opportunities for midwives and maternity support workers in Wales.
- Delivering blended online and classroom learning, both personally and through training providers.
- Recording project outcomes, collecting and maintaining data records of activity and learners.

- Quarterly and annual reporting – financial and written - to the Welsh Government.
- Regular reporting to internal RCM and external groups.
- Budget management and reporting, both internally and externally.
- Recruiting, training, and supporting RCM Branch elected Learning Representatives.

ACCOUNTABILITIES

- Delivering the RCM's WULF project plan and budget, highlighting issues of concern and success in order to achieve the desired outcomes.
- Engaging with branches and activists to publicise the project and gauge demand for courses.
- Delivering learning events throughout the course of the project, both online and in classroom settings.
- Managing project activity to ensure compliance with the requirements of the Wales Union Learning Fund, and reporting on this.
- Ensuring compliance with relevant Data Protection legislation.
- Co-ordinating the network of Union Learning Representatives in Wales.
- Promoting and publicising the project throughout the RCM and our membership.
- Promoting the role, responsibilities and opportunities offered by the RCM Cymru Learning Representative Network to members, representatives, activists, officials, and other partners including Directors of Midwifery.
- Developing learning resources and information, if necessary, to support branch learning representatives.
- Contributing to the overall organising agenda of the RCM Cymru Team.

EDUCATION, QUALIFICATIONS & TRAINING

Desirable

- Degree or equivalent, or equivalent experience

EXPERIENCE

Essential

- In depth understanding and practical experience of matters relating to the workplace learning agenda
- Project management experience
- Data and budget management experience

Desirable

- Experience of working with adults around the learning agenda
- Experience of working with external training providers



TEAM RCM SKILLS

Essential

- Strong IT skills including proficiency in Microsoft Office 365
- 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

ROLE SPECIFIC SKILLS

Essential

- Flexibly manage working time working
- Understanding of the learning needs of the maternity and/or health service workforce

Desirable

- Knowledge of the NHS and Midwifery
- Appreciation of Partnership Working
- Basic level for spoken Welsh Language

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.

