Royal College of Midwives

Job Description and Person Specification
Senior Organiser, England

Responsibility level	Senior Organiser, England
Grade	D
FTE	1
Permanent work location	Homebased within a reasonable travel distance of all areas of their allocated England based region.
Reporting and accountable to	Regional Head responsible for their England region
Line management responsibilities	None
Travel requirements	Regular travel across the allocated geographical area. Travel to and presence within RCM London HQ will be required throughout the year, dependant on meeting requirements.
Live registration with the NMC as a Midwife	Not required

Role outline

The RCM 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:

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North	Midlands & East	South	London

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

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

- 0.6 FTE (3 days per week) as part of a multidisciplinary regional England team building capacity and capability of RCM membership activity at local level through organising and engaging techniques and support
- 0.4 FTE (2 days per week) leading, coordinating and facilitating national member-facing campaigns and initiatives across the UK

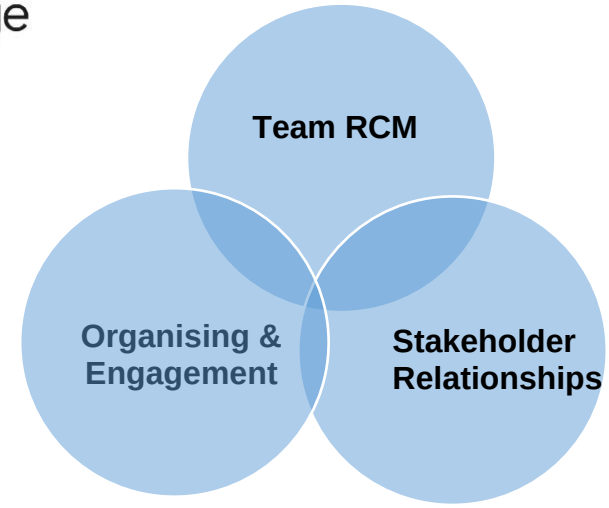
The post holder is accountable to the Regional Head responsible for their England region. The postholder will work closely with their regional multidisciplinary team and colleagues across the UK.

Senior Organisers are required to live within a reasonable travel distance of all areas of their allocated England based 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:

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Team RCM

A. Work on UK-wide campaigns or working groups where required
B. Attend or lead on working groups as required
C. Collate, interpret and analyse data, membership activity and report as required using a CRM (Customer Relationship Management) database
D. Support campaigns, networks and branches to be responsible for the reporting and exchange of data and intelligence at a regional, national and corporate basis
E. Edit and manage the RCM website content where applicable
F. Ensure compliance with relevant Data Protection legislation
G. Participate within a cross functional team working environment
H. Contribute towards and live the RCM Staff Team Vision

Organising and Engagement

I. Work closely with UK colleagues across the RCM on the delivery of the RCM's organising and engagement strategy
J. Work closely with regional multidisciplinary team to deliver organising and engagement responsibilities
K. Proactively coordinate and support local organising, member recruitment and engagement activities
L. Support and develop RCM Activists within a geographical area by building local level
M. Coordinate and lead activity, intelligence and links on RCM campaigns and initiatives at national and local level

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N. Carry out direct recruitment, organise events and support other activity and events as required
O. Provide analytical support to a range of RCM strategies, publications, products and policies
P. Deliver effective digital communications to support organising & engagement e.g. social media
Q. Support colleagues across the RCM for organising and engagement activities
R. Deliver against the workplace learning agenda, including supporting the development of RCM Activists
S. Coordinate and lead activity on the development of membership groups and networks

Stakeholder Relationships

T. Be a conduit to ensure the RCM's national policy, priorities, campaigns and initiatives are rooted in the lived experience of our members
U. 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

Person Specification

	Essential
An in depth understanding and practical experience of organising and engagement within a membership organisation	✓
Project management	✓
Database management experience, including use of a CRM	✓
An understanding of the needs of RCM members, NHS service or trade unions	D
An organising qualification or similar	D

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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.