



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Organiser

Department: RCN West Midlands

Reports to: Regional Director

Key relationships:

West Midlands Regional Management Team
West Midlands Officer Team
West Midlands Membership
West Midlands Branch Network
UK Organising Team

Hours: 31.5 hours per week
(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: F

Location: West Midlands Office, Birmingham

JOB PURPOSE

To lead on and support delivery of organising initiatives in the region and in the development and delivery of organising drives and activity throughout the region. To develop strong nursing leaders and build effective organising and member engagement structures to fight and win improvements for the nursing profession through collective action.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1. Under the direction of the Regional Director and regional management team, plan and carry out actions to build organising initiatives, identifying issues, actively seeking member leaders and supporting their development, and encouraging members to engage with other collective activities.

1.2. Ensure that RCN policies are adhered to, taking responsibility for efficiently managing own administration, and work within organisational and team systems that ensure the smooth running of the role.

1.3. Respect and support the decision making of the governance structures of the College.

2. Specific role responsibilities

2.1 Identify, recruit, train, develop and inspire member leaders through one-on-one and group communication,

2.2 Provide training and mentoring opportunities for engaged members, to strengthen the RCN membership locally in organising methodologies

2.3 Test different organising tactics and tools, including digital technology under the supervision of the Regional Director, Regional Communications Manager and using the knowledge of the UK team of organisers in the Activism Academy.

2.4 Locally develop the RCN as the primary nursing trade union and professional organisation,

2.5 Build relationships with internal and external key stakeholders such as RCN members, Reps, Branch Executives, other healthcare unions, Universities and employers to ensure success in the role and for our members.

2.6 Keep up to date with national and local healthcare and political changes and union developments that will affect RCN members and the nursing profession

2.7 Conduct broad and intensive outreach efforts which utilise Organising strategies and tools and delivers against role objectives

2.8 Building one-to-one relationships with key members, building leadership and momentum through inter-personal relationships and strong networks.

2.9 Help to organise and run large actions supporting organising drives and/or RCN campaigns under the direction of the Regional Director, taking advice as necessary from UK Organising leaders in the Activism Academy.

2.10 Communicate with members including listening, framing issues and motivating them to participate actively

2.11 Visit workplaces and other relevant venues across the West Midlands region on a regular basis, with at least 2 workplace visits per week, covering all member categories and NHS and Independent Sector employers.

2.12 Utilise digital technology to engage and support members during organising drives and/or campaigns

2.13 Educate members and others on how power relationships work and how nurses can/should use that knowledge to build successful collective activity

2.14 Promote, safeguard, and facilitate participation with people from an array of diverse backgrounds and cultures

- 2.15 Work as part of a team with regional colleagues - Pay Delivery Officer and RCN Officer for Reps and Activism to build mutual accountability, co-production and teamwork
- 2.16 Working with colleagues from different departments, teams, and roles in the RCN ensuring our organising work is supporting other pieces of key work
- 2.17 Understand the difference between personal activism and your role as a professional organiser.
- 2.18 Develop and implement successful organising methods and tactics under the direction and oversight of the Regional Director.
- 2.19 Coordinate with members and potential members to gather information that is useful in identifying opportunities for membership growth, engagement and governance participation.
- 2.20 Record data and intelligence on relevant RCN systems and in line with RCH policy, as directed
- 2.21 Undertake projects and activities as appropriate

3. Promote

- 3.1. Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN
- 3.2. Promote the RCN as the organisation that represents nurses and nursing, promotes excellence in practice and shapes health policies
- 3.3. Promote the RCN as a trade union and professional organisation that cares about the local community and is interested in participating in issues that will benefit the health and wellbeing of members.

4. Additional responsibilities

- 3.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 3.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 3.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- 3.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 3.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Lorna Deans, Head of Operations April 2026.

PERSON SPECIFICATION

Job Title: Regional Organiser

Department: West Midlands

The person specification sets out the essential and desirable knowledge, experience, and skills required for this role. The competency-based selection process will look for evidence that you meet the criteria and core behaviours described below.

Stage assessed at: A/F=Application Form, A= Assessment, I=Interview

AREA	CRITERIA	A/F	A	I
1. Knowledge, training and qualifications	Essential			
	• Evidence of organising knowledge in tools and tactics used in an organising drive including the structured conversation; leadership identification and development; problem identification; and mapping and charting	✓	✓	✓
	• Have a strong understanding of the role of trade unions	✓	✓	✓
	• An understanding of the Health and Social Care sector	✓		✓
	• An understanding of the strategic and tactical differences between advocacy, mobilising and organising		✓	✓
	Desirable			
	• Evidence of education and/or training in organising practice and/or theory	✓		
	• Professional qualification in a relevant area such as nursing	✓		
2. Experience	Essential			
	• Experience as an Organiser (paid or unpaid)	✓	✓	✓
	• Experience of making a positive contribution to promoting and embedding equity, diversity and inclusion.	✓	✓	✓
	• Experience of developing people and leaders in either an employment, community, or political setting	✓	✓	✓
	• Experience of evaluating risks when developing a project, event or campaign	✓	✓	✓
	• Experience of managing and meeting many and varying deadlines	✓	✓	✓

AREA	CRITERIA	A/F	A	I
	Experience of being able to take direction from a manager and complete project tasks and deadlines	✓	✓	✓
	Desirable			
	Experience with running a running a successful organising campaign from start to finish	✓		✓
3. Skills	Essential			
	Excellent interpersonal skills as demonstrated by the ability to relate, establish and cultivate respectful relationships with people from diverse backgrounds	✓	✓	✓
	Excellent organisational and prioritising skills showing flexibility as needed; adept at dealing with conflicting/changing priorities	✓		✓
	Ability to organise self and others and to work responsibly in an unstructured environment		✓	✓
	Ability to plan and organise own workload under pressure and to tight timescales	✓		✓
	Ability to inspire, motivate and lead	✓	✓	✓
	Effective facilitating and coordinating meeting skills	✓		✓
	Ability to work successfully as an individual and as part of a team	✓		✓
	Comfortable using digital technologies in a work environment including Microsoft Office Packages, Zoom, Texting platforms and more	✓		
	Desirable			
	Ability to use innovative strategies to plan and achieve the aims of a project	✓		✓
4. Other requirements	Essential			
	Strong personal commitment to promoting equity, diversity and inclusivity	✓	✓	✓
	Ability to travel (across the UK) to meet work related deadlines	✓		✓
	Requirement for overnight stays	✓		✓
	Demonstrates a commitment to working for justice in healthcare and beyond	✓	✓	✓
	Commitment to continuous professional development	✓		
	Desirable			
	Valid car driver's licence and access to a vehicle	✓		✓

Last revised: September 2025

The RCN Core Behavioural Competency Framework informs the key behaviours our employees need to demonstrate in their roles.

Inspire others to greater heights  Be passionate about developing yourself and others and push yourself beyond your comfort zone	Value those around you  Prize diversity and deal fairly and consistently with people while recognising individual differences	Show passion for our services  Have members' and customers' interests at the heart of everything you do and go out of your way to manage & exceed their expectations	Build outstanding relationships  Lead and contribute to your teams success and collaborate with people around you & those beyond your immediate team	Get to the heart of the business  Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how	Stay one step ahead  Be inquisitive, think differently and embrace opportunities for change, helping others to adapt and encouraging new ideas
Use the strengths of those around you to maximum effect	Challenge unacceptable behavior where it exists	Demonstrate pride in the RCN and passion for its services	Understand how your team impacts on others	Learn all aspects of the business with enthusiasm	Improve how things are done
Take personal ownership of all that you do	Treat everyone with respect regardless of their position	Ensure all you do has a benefit to members and customers	Focus on your team's primary goals	See yourself as a shareholder in the RCN	Adapt enthusiastically to change and different ways of working
Persist in the face of difficulties and overcome obstacles	Recognise the benefit of different viewpoints	Empower members and customers to help them become more involved	Share knowledge within your team and across other teams	Generate viable opportunities to help the RCN grow and develop	Tackle unfamiliar situations with confidence
Articulate your views and be open to others' opinions	Communicate openly and actively listen to those around you	Stay calm and focused when dealing with challenging situations	Support and help those around you	Work within tight timescales when needed	Help others to respond positively to change
Coach others and share your expertise	Treat everyone fairly and consistently	Go the extra mile	Demonstrate pride in your team and its work	Prioritise work to respond to urgent needs	Be prepared to do things differently & learn from mistakes
Trust those around you to do their jobs	Encourage mature discussion of differences	Build strong partnerships with outside agencies	Plan projects to involve key people from the start	Show efficiency and value in your use of resources	Adapt your thinking according to the needs of the situation
Seek feedback and learn from what you hear	Be approachable and give time to others	See a task through to the end	Identify opportunities for cross-team working	Translate plans into realistic targets and objectives	Show positive energy even in times of pressure
Lead by example and act as a role model	Respect individual and cultural differences	See things from the members' and customers' perspectives	Understand your strengths and play to them when you can	Understand the impact of your actions on the business	Keep an open mind and think creatively about problems at work
Empower and develop yourself and those around you	Recognise the impact of your behaviour on those around you	Build rapport with members and customers	Seek expertise from outside the team where necessary	Focus on the purpose of your role	Encourage constructive discussion about change
Speak up if you can see a better way to do things	Seek out stakeholders' views where possible	Keep members and customers informed	Ensure all team members have a meaningful part to play	Concentrate on delivering best value	Show your initiative in all that you do