THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Activist Learning and Development Manager

Department: RCN Wales

Reports to: Associate Director: Employment Relations

Key relationships:

- Members of the RCN who are accredited RCN trade union representatives and Student Ambassadors
- Members of the RCN who are active members including those on UK Rep Committees, and Branch and Board committees
- Colleagues within the Activist Learning and Development Team (ALD) Team
- Colleagues within the Nursing Activism Department
- Colleagues within Employment Relations and Legal Services
- Colleagues in the English Regional teams, including the Regional Director, Operational Manager and Senior/Regional Officers
- Colleagues in Northern Ireland, Scotland and Wales including the Country Directors, Operational Manager and Senior/Regional Officers
- Open College Network, London

Hours: 21 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: E

London Weighting: As applicable

Location: RCN Wales HQ – Ty Maeth Cardiff

JOB PURPOSE

The role of the ALD Manager is to lead, design and oversee delivery of a comprehensive and consistent programme of trade union education courses and events to activists at all levels of the RCN. The postholder will work within the ALD Team, and with RCN colleagues, to ensure the delivery of quality assured, impactful learning experiences that deliver the skills and knowledge RCN

activists need to win at workplace level and seek to fulfil the goals and objectives of the RCN 5-year strategy – A New Dawn For Nursing; and the RCN wide Activism Strategy objectives.

The role holder will be responsible for designing programmes of learning that transform members' potential to win change in the workplace. They will hold responsibility for ensuring that the programme appeals to all rep and activist types, and delivers consistent high-quality learning, ensuring good governance, upholding the RCN Quality Assurance Standards and maintaining accreditation with the Open College Network. They will ensure that learning has a strategic purpose with a strong emphasis on building worker power.

The postholder will collaborate across the ALD Team and wider RCN on strategic work, designing new education courses and programmes, supporting the creation of learning materials and resources, leading on specific projects, and bringing their trade union pedagogy expertise and experience to strengthen work across the RCN to embed organising.

KEY RESPONSIBILITIES

1. Management responsibilities

- Provide day to day leadership and management to the administrator to ensure, delivery of a programme of learning that meets the Activism Nursing Department– Activist Strategy objectives.

- Work very closely with co ALD Manager to lead the development learning programmes that deliver what activists need from L&D.

- Co-lead the RCN quality assurance processes of the Nursing Activism Department and the RCN to comply with and maintain OCN London accreditation.

- Develop collaborative working relationships with colleagues across the RCN in relation to the work of the Activism Nursing Department

2. Projects

- Take the role of project lead or team member in line with the RCN project management systems and processes to deliver on key work streams within the operational plan.

3. Financial responsibilities

- Manage and monitor elements of the ALD budget lines within RCN Wales, providing forecasts and analysis when required

- Have an awareness and understanding of departmental budgets and work within the systems and processes outlined in the financial standing orders

4. Specific role responsibilities

- Utilised specialist knowledge and expertise in trade union organising, employment practice and legislation, governance, policy development and influence to:

    - Identify learning and development needs
    - Design and oversee the delivery and evaluation of L&D programmes for all RCN activists' roles.
    - Enable, advise and support others in recruiting, supporting, developing and retaining RCN representatives
    - Work collaboratively internally and externally to enable representatives to be effective in their RCN role in pursuit of the RCN mission
    - Participate in the creation of an active learning and development culture across the RCN
    - Contribute to the wider learning and development agenda within trade union and health and social care

- Evaluate all learning and development programmes and initiatives, for long term effectiveness and where appropriate make and/ or ensure recommendations are acted upon

- Facilitate strong team communication, coordination and collaboration with the national ALD Team.

- Ensure L&D support to and operational delivery of applicable elements of the TUC and rep committees workplans and objectives

- Advise others on matters relating to the learning and development of RCN Wales activists

- Enable RCN representatives to translate their learning into practice through, for example, supporting RCN officers to mentor/ supervise or provide learning support

- Contribute specialist knowledge and expertise to externally commissioned work as appropriate

- Keep abreast of current and future trends in employment relations, trade union activity, best practice in governance, policy development, policy influence, nursing and health and social case provision in order to inform the strategic direction of Activism Academy and the RCN

- Contribute to the development of the Activism Academy annual operational plan.

5. Additional responsibilities

- Champion equity, 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.

- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.

- 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

- Support member ballot and industrial action activities when required.

- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.

- Undertake any other duties as requested in line with the job role.

Job description created by:
Nicky Hughes, Associate Director (Employment Relations)
14 October 2026

PERSON SPECIFICATION

Job Title: Activist Learning and Development Manager

Department: Employment relations RCN Wales

The person specification sets out the essential and desirable criteria required for this role. The selection process will look for evidence that you meet these criteria as well as the core behaviour competencies described further below.

Each criteria is assessed at one or more stage of the process as indicated by a ✓

- AF (application form) - your application needs to address the criteria ticked in this column
- A (assessment) – if you're shortlisted you'll do assessments that test these criteria
- I (interview) – if you're invited to interview you'll be asked questions to assess these criteria

AREA	CRITERIA	A/F	A	I
1. Knowledge, training and qualifications	**Essential**			
	• Experience of design and delivery of transformational learning in a trade union and/or social justice movement setting.	✓		
	• Evidence of life-long learning			✓
	• Achievement of Internal Quality Assurance qualification (level 4), or commitment to obtain in role.	✓		
	Desirable			
	• Teaching or learning qualification or equivalent experience	✓		
	• Qualified health professional	✓		
2. Experience	**Essential**			
	• Experience of facilitating programmes of learning that meet the aims and objectives of organisational strategy.	✓	✓	✓
	• Experience of developing curricula to support delivery of high-quality L&D	✓		✓
	• Experience of directing, developing, coaching and supporting other staff members to meet organisational challenges and objectives	✓	✓	✓
	• Experience of managing projects with multiple stakeholders to completion including review and learning opportunities	✓		✓

AREA	CRITERIA	A/F	A	I
	• Experience in managing, leading, motivating and developing a high performing team. Able to work in a matrix, flexible or distance management culture to deliver change	✓		✓
	• Experience of working within agreed organisational processes and procedures to ensure robust governance	✓		✓
	• Experience of making a positive contribution to promoting and embedding equity, diversity and inclusion.	✓	✓	✓
3. Skills	**Essential**			
	• Ability to support the ongoing quality assurance and improvement of L&D	✓		✓
	• Ability to lead a team of people that empower learners to develop	✓	✓	✓
	• Ability to seek out stakeholders' views where possible, encouraging mature discussion of differences	✓	✓	✓
	• Ability to help others to respond positively to change, encourage constructive discussion and participation	✓	✓	✓
	• Ability to utilise the strengths of those around you to maximum effect, seeking expertise from outside the team where necessary	✓	✓	✓
	• Ability to monitor and review the effectiveness of L&D through consideration of evaluation data on delivery and learner achievement	✓		✓
	• Ability to communicate openly and actively listening to those around you, articulating your views and be open to others' opinions	✓	✓	✓
	• Ability to build and maintain strong partnerships with key stakeholders	✓		✓
	• Ability to show efficiency and value in your use of resources, working in partnership with others to deliver best value	✓		✓
4. Other requirements				
	• Strong personal commitment to promoting and embedding equity, diversity and inclusion.	✓	✓	✓
	• Ability to generate viable opportunities to help the organisation grow and develop	✓	✓	✓
	• Willing to travel and undertake occasional overnight stays	✓		✓

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

Inspire others to greater heights	**Value those around you**	**Show passion for our services**	**Build outstanding relationships**	**Get to the heart of the business**	**Stay one step ahead**
 Be passionate about developing yourself and others and push yourself beyond your comfort zone	 Prize diversity and deal fairly and consistently with people while recognising individual differences	 Have members' and customers' interests at the heart of everything you do and go out of your way to manage & exceed their expectations	 Lead and contribute to your teams success and collaborate with people around you & those beyond your immediate team	 Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how	 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