



Promoting · Supporting · Influencing

## Job Description

### Organiser, Midlands and East

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:

|              |                            |              |               |
|--------------|----------------------------|--------------|---------------|
| <b>North</b> | <b>Midlands &amp; East</b> | <b>South</b> | <b>London</b> |
|--------------|----------------------------|--------------|---------------|

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

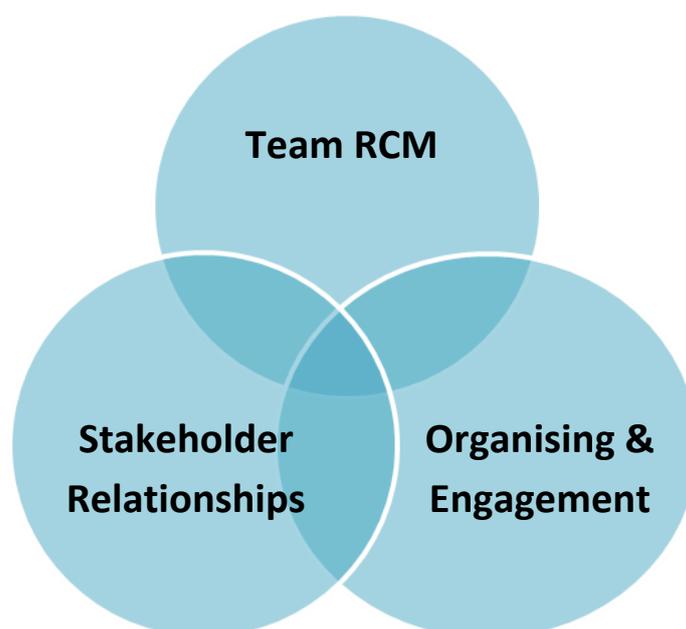
The Organiser will work as part of a multidisciplinary team within an allocated region to deliver our wide range of services to build capacity and capability amongst our membership to be active within the RCM.

The post holder is accountable to the Regional Head responsible for their region. Development and support will also be provided by the Head of Organising and Engagement where required.

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 an RCM Organiser fall under three key aspects of the role:





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### **Team RCM**

- Contribute towards and live the RCM Staff Team Vision
- Ensure compliance with relevant Data Protection legislation
- Support campaigns, networks and branches by reporting and exchanging data and intelligence at a local and regional level
- Support UK-wide campaigns or working groups where required and as development
- Edit the RCM website content where applicable

### **Organising and Engagement**

- Proactively coordinate and support local organising, member recruitment and engagement activities
- Carry out member recruitment activities, organise events and support activities and events in relation to organising and engagement, including ordering relevant materials
- Support RCM Activist recruitment
- Participate in and support the delivery of training events
- Deliver effective digital communications to support organising & engagement e.g. social media
- Support colleagues across the RCM for organising and engagement activities

### **Stakeholder Relationships**

- Work closely with the UK-wide organising resources on the delivery of the RCM's organising & engagement strategy
- Be a conduit to ensure the feedback of intelligence from our membership through insight, listening and learning on an ongoing basis
- Build RCM Activist capacity at a local level through strong stakeholder relationships

## **EDUCATION, QUALIFICATIONS & TRAINING**

### **Desirable**

- An Organising qualification

### **EXPERIENCE**

### **Essential**

- Work experience that is transferable to organising

### **Desirable**

- An understanding of the needs of RCM member/ NHS services/ trade unions
- Use of a CRM (Customer Relationship Management) Database

## **TEAM RCM SKILLS**

- Strong IT skills including proficiency in Microsoft Office
- 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

## 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.***