



Royal College  
of Midwives

**Job Description and Person Specification**  
**Professional Advisor, Midwife (Education and career Development)**

<b>Responsibility level</b>	Advisor
<b>FTE</b>	0.5 - 1.0
<b>Permanent work location</b>	RCM London HQ, Country head offices in Cardiff, Belfast or Edinburgh or home based in the UK
<b>Reporting and accountable to</b>	Head of Education
<b>Line management responsibilities</b>	No
<b>Travel requirements</b>	Travel to RCM offices and for other meetings, events and visits as required
<b>Live registration with the NMC as a Midwife</b>	Required throughout employment

**Role outline**

The RCM is the expert voice of Midwifery locally, nationally, and internationally.

The RCM's Professional Advisor for education and career development is a key member of the RCM's education team, which is part of our wider professional team, contributing to the team's goals, projects and programmes.

The postholder is responsible for designing, developing, implementing and evaluating educational resources and activities for RCM members, with a particular focus on leadership and career development.





## Royal College of Midwives

The post holder will be an expert in midwifery practice and in academic or practice education.

The postholder will have a clear focus on the vital contribution of midwives and MSWs to high quality maternity services, and how this contribution can be enhanced through education, support and development.

### Responsibilities

- A.** Plan, implement and evaluate a range of resources, including webinars, workshops and courses, to support our members in developing their leadership knowledge, skills and behaviours.
- B.** Further develop the RCM's career framework. This will include developing our offer on the roles of MSWs and Midwives and their contribution to high quality maternity care for members and those considering a career in midwifery. This will be done through both the development of resources for members and through influencing policy and strategic decision making in all four countries of the UK about the career pathways of MSWs and midwives.
- C.** Provide advice and information and work collaboratively with a range of internal and external stakeholders on professional leadership development in maternity teams and of the midwifery profession in practice, education and research institutions in the UK.
- D.** Contribute to the development of RCM position statements, guidance, publications and other professional documents.
- E.** Contribute to the implementation of the RCM's professional and educational strategies, contributing towards the achievement of the Professional team's annual key performance indicators.
- F.** Be an active member of the RCM's Expert Clinical Advisory group, which writes responses to queries relating to professional and educational matters and briefings for members on a range of professional topics.
- G.** Represent the RCM and provide expert input at relevant meetings and working groups, in particular meetings relating to midwifery and multi-disciplinary maternity team career pathway and leadership development.





Royal College  
of Midwives

- H. Provide advice and guidance to other members of the RCM team on matters relating to professional career development.
- I. Edit and manage the RCM website content relating to educational activities and the career framework.

### Person Specification

	<b>Essential</b>
Registered Midwife holding current registration with the NMC	✓
Demonstrable expertise and experience in the field of midwifery clinical or educational leadership, with an understanding of current theories of leadership	✓
Experience managing projects with successful delivery outcomes	✓
Educated to degree level or above in a relevant subject	✓
Excellent verbal communication skills with the ability to build rapport and effective professional relationships both internally and externally	✓
Ability to present information effectively to a range of audiences	✓
Ability to promote and project the professional image of the RCM	✓
Knowledge and understanding of the issues, challenges and opportunities facing the Midwifery profession	✓
Knowledge and understanding of the issues, challenges and opportunities facing the midwifery profession in practice, education and research and aware of the variation within the four countries of the UK	✓
Ability to write clear and succinct reports	✓
Experience in working with a wide range of stakeholders	✓
NMC recordable teaching qualification	<b>D</b>
Experience of providing coaching, mentoring, midwifery supervision or PMA	<b>D</b>
Detailed knowledge of NMC education, regulation and professional standards	<b>D</b>
Experience of writing reports and writing for publication	<b>D</b>





Royal College  
of Midwives

Experience in working with a wide range of stakeholders	<b>D</b>
---	----------

### **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.*

