



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Learning and Development Facilitator

Department: Activism Academy

Reports to: Head of Activist Learning and Development

Key relationships:

- Members of the RCN who are accredited RCN trade union representatives
- 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 Employment Relations and Legal Services
- Colleagues in the English Regional team, including the Regional Director, Operational Manager and Senior/Regional Officers
- Colleagues in Northern Ireland, Scotland and Wales

Hours: 17.5 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: E

London weighting: As applicable

Location: RCN London or RCN Bolton

JOB PURPOSE

The role of the Learning and Development Facilitator (LDF) is to design and deliver trade union education courses and programmes to RCN workplace representatives¹ and other active members across the region. The postholder will work within the ALD Team, and with RCN Region colleagues, to deliver high-

¹ RCN Trade Union Representatives includes the accredited Stewards, Safety Representatives and Learning Representatives (TULRA 1992).

quality, impactful learning experiences that transform members' potential to win change in the workplace for themselves and their co-workers. Assessment of learning for RCN Representatives is a key requirement.

The postholder will collaborate across the ALD Team on strategic work, designing new education courses and programmes, drafting learning materials and resources, leading on specific projects, and bringing their trade union pedagogy expertise and experience of working with activists to strengthen work across the organisation.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1. Actively contribute to and comply with the governance and quality assurance processes of the Activism Academy and the RCN
- 1.2. Develop collaborative working relationships with colleagues across the RCN in relation to the work of the Activism Academy

2. Projects

- 2.1. 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

- 3.1. Have an awareness and understanding of departmental budgets and work within the systems and processes outlined in the financial standing orders
- 3.2. Together with the Head of Activist L&D, agree and monitor the financial element of the programmes delivered through the collaborative working across designated regions

4. Specific role responsibilities

- 4.1. Utilised specialist knowledge and expertise in employment practice and legislation, governance, policy development and influence to:
 - Identify learning and development needs
 - Design, deliver and evaluate learning and development programmes
 - 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 services
 - Assess learning through portfolio review
- 4.2. Facilitate the design and delivery of learning and development programmes for RCN representatives that have been identified through an annual collaborating working process with designated England regions
 - 4.3. Evaluate learning and development programmes delivered and where appropriate ensure the recommendations from evaluation are acted upon locally
 - 4.4. Play an active role in relevant UK Committees
 - 4.5. Advise others on matters relating to the learning and development of RCN activists
 - 4.6. Play an active role in enabling RCN representatives to be involved in RCN campaigns/ influencing and media work
 - 4.7. Enable RCN representatives to translate their learning into RCN roles through, for example, supporting RCN officers to mentor/ supervise or provide learning support
 - 4.8. Contribute specialist knowledge and expertise to externally commissioned work as appropriate
 - 4.9. 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 care provision in order to inform the strategic direction of ERD and the RCN
 - 4.10. Contribute to the development of the Directorate annual operational plan

5. Additional responsibilities

- 5.1. Promote a positive and efficient image of the Activism Academy function in particular, and the RCN in general, at all times
- 5.2. Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.3. 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.
- 5.4. Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.5. 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.

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

Job description updated by:
Karen Carberry, Head of Activist Learning and Development
18 April 2024