



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

**Job Title:** Personal Assistant

**Department:** Activism Academy – Activist Engagement Team

**Reports to:** Head of Activist Engagement

**Key relationships:**

Activist Engagement Team  
Activism Academy staff teams  
All RCN Directorates  
RCN England, Scotland, Wales & Northern Ireland  
RCN Institute of Excellence Academies and Education  
External Stakeholders and Organisations

**Hours:** 21 hours per week

Permanent contract

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:** G

**London Weighting:** As applicable

### JOB PURPOSE

To provide a comprehensive, professional and confidential Personal Assistant (PA) role to the Head of Activist Engagement, through the provision of efficient and effective secretarial, administrative and project administration duties, while working flexibly and collaboratively to support the wider team.

The Activism Academy is a new department committed to supporting the RCN in its drive to transform the number and influence of its active members. The

Activist Engagement Team is a new team within this, and your role would be to support in the smooth running of the team.

## **KEY RESPONSIBILITIES**

### **1. Specific role responsibilities**

- 1.1 To provide a high level confidential administrative and secretarial support service to the Head of Activist Engagement and Activist Engagement Team
- 1.2 To manage the diary of the Head of Activist Engagement which includes arranging meetings and responding to invitations, assessing priorities and taking decisions to adjust appointments in accordance with changing circumstances and priorities.
- 1.3 To undertake planning and arrangements for travel and accommodation in addition to preparing itineraries where necessary.
- 1.4 To manage an effective 'bring-forward' system, ensuring that the Head of Activist Engagement is fully prepared with all relevant paperwork and briefings prior to meetings.
- 1.5 To organise team and individual meetings as requested by the Head of Activist Engagement
- 1.6 To deal with telephone calls and provide information and assistance as appropriate.
- 1.7 Cascade/escalate messages using the agreed process as required.
- 1.8 To liaise with staff at all levels in the RCN on behalf of the Head of Activist Engagement including coordinating meetings and arranging visits as required.
- 1.9 To be the first point of contact, where appropriate, for all internal/external people including co-ordinating and/or responding to requests for information.
- 1.10 To draft a range of documents to a high standard such as correspondence, reports and papers, data, information for the intranet and updates for newsletters.
- 1.11 To open, sort and prioritise all correspondence (post and emails), sending acknowledgements and drafting responses where required.
- 1.12 To create professional presentation materials including slides and slide shows in PowerPoint.

- 1.13 To co-ordinate large mail-outs of letters, materials and other required information as agreed with your Line Manager.
- 1.14 Circulate relevant information to appropriate stakeholders.
- 1.15 To organise meetings and events including liaising with venues/arranging meeting rooms, drafting agendas, ensuring papers are prepared and circulated, liaising with attendees, speakers and participants, setting up teleconferences, taking accurate minutes and writing up minutes promptly.
- 1.16 To ensure agreed actions points are followed up, and brief Head of Activist Engagement of the status and progress of the actions.
- 1.17 Ensure that the required range of schedules and documents for meetings and projects are updated.
- 1.18 To track papers required for governance and management meetings, ensuring deadlines are met.
- 1.19 To co-ordinate information required by the organisation e.g. absence reports, accident reporting forms, etc.
- 1.20 To develop and maintain comprehensive office systems to ensure effective electronic and manual filing, 'bring-forward' document retrieval systems and collaborative workspaces (e.g. wikis).
- 1.21 To maintain and update network and contacts lists.
- 1.22 To store and destroy confidential information safely following data protection guidelines, paying particular attention to issues of confidentiality.
- 1.23 To be responsible for processing, coding and submitting expenses for the Activist Engagement Team and Head of Activist Engagement
- 1.24 To manage any local arrangements for petty cash, ensuring financial transactions, including fees and income, are recorded accurately and paid in a timely manner.
- 1.25 To work proactively as a team member and contribute to team meetings.
- 1.26 To monitor and prioritise emails addressed to the Head of Activist Engagement

## **2. Financial responsibilities**

- 2.1 To have a working knowledge of the Activist Engagement Team budget.

- 2.2 To code invoices to the appropriate financial codes included in the budget i.e., cost centre, project/resource and account codes in compliance with the RCN's Finance Policy.
- 2.3 Monitor financial transactions in the budget to highlight any variances, identify problems and/or unexpected items/anomalies at an early stage with the Head of Activist Engagement

### **3. 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 protected at all times.
- 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:**  
**Harry Eccles – Head of Activist Engagement**  
**21/3/25**