

Nursing Now Global Campaign Stakeholder Coordinator

Job Description and Person Specification

Job details:

Location	Central London Office, Royal College of Nursing, Cavendish Square With possible flexible work-base arrangements, tba
Position Type	Full Time
Contract Type	tba. Fixed-term from date of employment to end 2020
Salary (£)	£35,000 pa
Responsible to:	Nursing Now Global Campaign Executive Director

Background to the Nursing Now Campaign

Nursing Now is a 3 year campaign which runs from 2018 to 2020 and aims to improve health and health care globally by raising the status and profile of nursing, demonstrating what more can be achieved by enabling nurses to maximise their contribution to achieving universal health coverage. Strengthening nursing will have the additional benefits of promoting gender equity, contributing to economic development and supporting other Sustainable Development Goals. <http://www.nursingnow.org/>

The campaign is led by an international Campaign Board, in collaboration with the World Health Organization (WHO) and the International Council of Nurses (ICN). It is a programme of the UK charity, the Burdett Trust for Nursing.

Nursing Now will work with partners around the world to advocate for more nurses in leadership positions, to help nurses achieve the influence they deserve. It will also help nurses access better education and training, while supporting them to share research and evidence of effective practice. Nursing Now will encourage health leaders to invest in nursing and introduce new models of care that maximise nurses' contributions to achieving Universal Health Coverage, which would guarantee everyone the right to quality health care without financial hardship.

Nursing Now is a new and very small organisation and we are looking for someone who is self-driven, highly motivated and keen to work with individuals and groups all over the world, driven by a commitment to promoting global health and nursing and nurses.

Purpose of role

The post holder will lead the campaign's work on developing and supporting Nursing Now regional and national groups and liaising with stakeholders more generally. The post holder will work very closely with the International Council of Nurses the World Health Organization, the Royal College of Nursing and other nursing organisations, and many other supporter organisations.

Main responsibilities

The post holder's responsibilities will include:

- Supporting the set-up of national Nursing Now groups, and with devising and delivering their objectives, while serving the overarching aims of the global campaign
- Work with fellow team members to develop campaign actions to be rolled out worldwide, which seek to capture the imagination of supporters and the attention of campaign targets around the world, working with country/national teams to adapt actions to different national contexts as appropriate
- Work with Nursing Now colleagues to build and sustain relationships with a wide range of stakeholders, particularly the International Council of Nurses and World Health Organisation, co-ordinating on communications and campaigns activities where opportunities arise.

Key Deliverables

Key deliverables will include:

- Developing the campaigning and influencing initiatives for Nursing Now at a national and international level; supporting the central team and national groups to develop and implement effective campaign actions that align, while being contextually appropriate
- Collaborating with colleagues to ensure that campaign messages are effectively and persuasively communicated using the Nursing Now social media platforms and website, and other communications networks
- Managing both the development of regional and national Nursing Now groups and the maintenance of relationships with them.
- Developing and regularly updating the supporter journey for Nursing Now groups
- Optimising the membership and Client Relationship Management systems to best serve Nursing Now groups
- Growing the campaign's sphere of influence amongst key stakeholders internationally through organising regular meetings, briefings and other influencing initiatives
- Developing and writing relevant campaign documents including reports, consultation responses and briefings
- Working closely with the Communications Lead on developing a range of communications and publicity materials for Nursing Now groups, including online resources such as social media tool kits

- Working closely with the Executive Director and work programme leads to link national Nursing Now groups and key stakeholders to the activities of the campaign's different work programmes
- Producing monthly updates for Nursing Now groups with information and materials to help them devise and implement their activities, including campaign actions, events and initiatives to influence policy and decision makers
- Developing regular reports on the work of Nursing Now groups for the Nursing Now leadership, including the Board and for public reporting in the Nursing Now newsletter.
- Monitoring membership trends and produce membership analysis/evaluation reports on a regular basis.

Person Specification

		Essential	Desirable
Education and Qualifications	Educated to degree level standard (or equivalent)		✓
	Training in database management		✓
Knowledge & Understanding	3-5 years working in a campaigning role and good experience of campaigning reporting	✓	
	Knowledgeable about global health	✓	
	Knowledge and understanding of nursing and nursing issues		✓
	Knowledge of current legislation in Data Protection	✓	
Communications	Excellent written and verbal communication and presentation skills (English language)	✓	
	Skilled, culturally sensitive, persuasive communicator – both written and verbally – with the ability to communicate effectively and to forge strong relationships with all levels of staff and stakeholders, both internal and external	✓	

Skills and Experience	Advanced I.T. skills using Microsoft Office, including experience of Excel (designing and maintaining), database management, email, internet	✓	
	Experience of setting up new data collection procedures	✓	
	Adept at managing and producing content for social media, newsletters and websites	✓	
	Familiarity with design software, such as the Adobe suite		✓
	Efficient organiser and administrator, with excellent attention to detail.	✓	
	Good analytic skills to interpret information and produce written reports	✓	
	Ability to work autonomously, to prioritise and meet tight deadlines	✓	
	Good problem solving, influencing and negotiation skills	✓	
	Good time management skills and the ability to meet deadline	✓	
Ability to plan and prioritise workload with competing deadlines	✓		
Personal Attributes	Accomplished at motivating partners to deliver amidst competing priorities	✓	
	Innovative, quick thinking and responsive	✓	
	Positive, hardworking and enthusiastic. Confident and keen to contribute to a productive team environment at a very fast and demanding pace	✓	
	Deadlines-driven with a good record of achieving targets and deliverables	✓	
	Highly efficient and well organised	✓	
	Demonstrates honesty and integrity	✓	

	Demonstrates tact, diplomacy and political astuteness	✓	
	Problem-solver and an ability to negotiate, finding the way to get things done and always looking for ways to improve	✓	
	Intercultural sensitivity and awareness	✓	
	Flexible and willing to undertake various tasks and work efficiently under pressure	✓	
	May be required on occasions to work outside normal office hours in connection with certain meetings/events with possible overnight stays	✓	
	Strong commitment to the Nursing Now campaign vision and values	✓	

The application and interview process

Closing date for applications to be sent by 5pm Friday 27th April 2018 to:

Nik.payne@nursingnow.global

Those shortlisted for interview will be informed by Friday 4th May at the latest.

Interviews will be held in central London on the afternoon of Wednesday 9th May 2018.

Contractual arrangements: As an employee, on secondment or as a self-employed contractor subject to agreement on the detail.

The appointment

The appointment of the Global Campaign Stakeholder Coordinator will be made by the Burdett Trust for Nursing on the advice of the Co-Chairs of the Campaign Board.

Further information:

Nik Payne, Office and Events Manager, Nursing Now - Nik.payne@nursingnow.global

For an informal discussion:

Dr Catherine Hannaway, Acting Global Campaign Director -

Catherine.hannaway@nursingnow.global