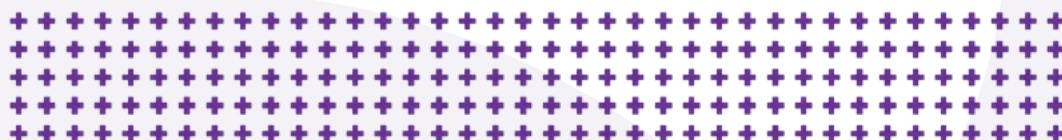


# SENIOR EVENTS AND PROGRAMME CO-ORDINATOR (LEADERSHIP)

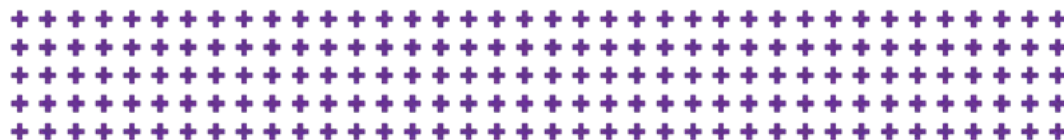
# RECRUITMENT PACK



The Queen's Institute of Community Nursing  
30 Euston Square, London NW1 2FB  
020 7549 1400 / [mail@qicn.org.uk](mailto:mail@qicn.org.uk) / [www.qicn.org.uk](http://www.qicn.org.uk)

Professor John Unsworth OBE, Chair; Dr Crystal Oldman CBE, Chief Executive  
Charity number 213128      Founded in 1887

We believe in the best possible nursing for people at home and in the community; we work with nurses and decision-makers to make sure that good quality nursing is available at home for everyone when they need it.



## ABOUT THE QICN

The QICN is the independent voice of community nursing in England, Wales and Northern Ireland, striving to influence health and care policy and supporting the nursing workforce, to ensure that people are provided with the best possible nursing care in their homes and communities, whenever and wherever that care is needed.

### MISSION

The QICN is dedicated to improving the nursing care of people in the home and the community. We promote excellent nursing care for everyone, where and when they need it, provided by nurses and their teams with specific skills and knowledge.

### VALUES

**Excellence:** in nursing, supported by innovation and evidence.

**Inclusivity:** promoting and valuing equality and diversity in all that we do.

**Partnership:** with people, organisations and policy makers, ensuring individuals, families, carers and communities are at the heart of all we do.

**Independence:** using data and intelligence to provide an independent voice.

**Advocacy:** championing the unique contribution of all community nurses.

**Legacy:** cherishing our history whilst supporting innovation and new ways of working.

**Integrity:** living our values and challenging inequalities.

### STRATEGIC PRIORITIES/GOALS

#### Influence

**1. Policy Influence and Development:** to improve the health and wellbeing of individuals, carers, families and communities by influencing local, national and international policy, including through the use of the nurse's voice.

**2. Data and Evidence:** to provide independent intelligence about nursing in the community and primary care that is relevant and needed.

#### Quality

**3. Innovation and Quality Improvement:** to improve nursing practice in the community through developing, testing and evaluating innovative approaches to care.

**4. Standards:** to set national standards for nurse education and practice in community settings, which are recognised across the profession, educators and service providers.

#### Voice

**5. Role models and Leaders:** to develop, promote and support excellent and diverse nursing leaders and role models and to empower nurses to raise their voice and articulate their value.

**6. Support for Nurses:** to support the wellbeing of all community nurses, whether working or not, by listening and responding to their personal and professional needs.

### OUTCOMES

#### Influence

The QICN is the organisation that is called upon to contribute to national policy development and implementation when shaping nursing services in the context of a wider health and social care system.

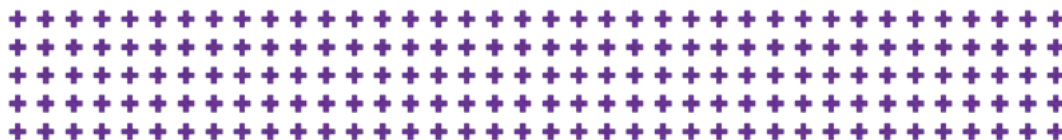
#### Quality

Evidence from the QICN regarding quality improvement and standards is used to inform policy, research, practice and education and is recognised at all levels in the system.

#### Voice

A diverse community of Queen's Nurses and others in the QICN networks successfully lead innovation and change, challenge inequalities and make a positive difference to the care of individuals, carers, families and communities.





## JOB DESCRIPTION

<b>POST TITLE:</b>	Senior Events and Programme Co-ordinator (Leadership)
<b>CONTRACT:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Events and Membership Manager
<b>HOURS/SALARY:</b>	35 hours full time, £32,640 per annum
<b>BASE:</b>	Central London (NW1 2FB) - we are currently operating hybrid working and we ask employees to attend our London office with their core team for one day every two weeks as well as other occasional key moments such as away days, inductions and training that is more effective in person. The role will also require regular travel and overnight stays (approx. 10 days per year)

### Job aims

The QICN seeks to support nurses working in a community context through its programmes with the aim of both improving and enhancing patient outcomes and ensuring that nurses working in the community feel supported and valued for the work they undertake.

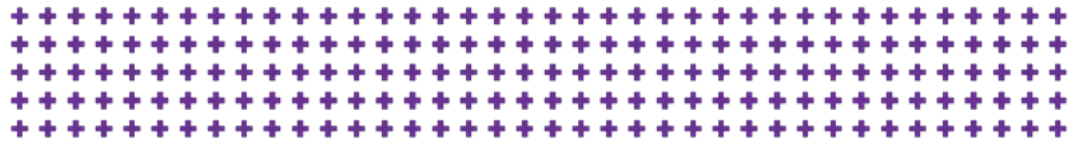
Our core programmes include endorsing standards in conjunction with universities for courses that provide specialist and advanced practice qualifications, delivering professional networks to directly support nurses in the field and providing innovation and leadership programmes for nurses.

The Programme, Network and Event Coordination Team is a key core team led by our Events and Membership Manager responsible for ensuring that professional programmes, network and event support is provided to the QICN's core programmes of work and the nurses in the team that lead them.

The Senior Events and Programme Coordinator (Leadership) has a key responsibility for supporting our Leadership Programmes working alongside the Events and Membership Manager and the Director of Nursing Programmes (Leadership and Standards) to ensure work is covered by the wider team and to act as a central point of contact for partners and clients.

The role will also include several additional co-ordinator duties as part of the wider team which is expected to work flexibly to cover the requirements for the co-ordination of the support of the QICN.

The post holder will require the ability to work in a fast-paced response environment with a high level of efficiency and the ability to take initiative. Essential is the ability to manage, balance and prioritise several one-off tasks while ensuring critical routine tasks still take place. While not a key pre-requisite for the role, project management would be a skill that would be expected to be developed.



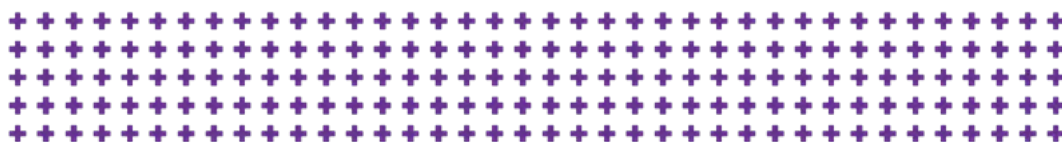
## Key priorities

### Leadership Programme

- Supporting the organisation in the delivery of the leadership programmes, ensuring that collectively the team covers and shares the required workload, by working closely with the Director of Nursing Programmes (Leadership and Standards) and the Events and Membership Manager to ensure that the QICN can achieve its organisational objectives.
- Acting as the main point of contact and knowledge base for course speakers, clients, partners and participants on the leadership programmes.
- Acting as a key point of contact for business development and exploring alongside the Director of Nursing Programmes (Leadership and Standards) the pipeline for new partners and funding opportunities.
- Ensuring with the Director of Nursing Programmes (Leadership and Standards) and the Events and Membership Manager coverage of the team for setting up workshops and programmes, and ensuring the underpinning administration and coordination is in place.
- Maintaining lists of key stakeholders, ensuring appropriate follow-up of leads and contacts and maintaining first point of contact.
- Working with the Director of Nursing Programmes (Leadership and Standards) to track key deliverables within a programme and ensuring maintenance of records.
- Ensuring the issuing of invoices and onboarding of participants where appropriate.
- Ensuring appropriate updating of the CRM and events management software and liaising with the communications team.
- Supporting the development of a Leadership Programme alumni network and build that into a self-organising community with the wider QICN team.

### Wider Team Contribution – Networks, Standards, Events and Innovation:

- Overseeing the coordination and administration of several QICN professional networks
- Supporting the Network Leads with outreach to potential network members
- Preparation of online network meetings (creating Zoom events, setting online registration pages, sending out joining instructions, overseeing attendance list, preparation of materials, liaising with attendees and speakers, assistance on the day)
- Respond to all enquiries promptly (email, phone) with the rest of the team
- General data entry and update using the CRM, MailChimp and Excel
- To keep a record of all newsletter materials and develop a draft via Mailchimp for editing by the network lead and communication team, as appropriate.
- Creating and updating records on various platforms including MailChimp, Salesforce and spreadsheets
- Contribute to the administrative support for internal and external events such as conferences and launches (from 80 to 300 guests per event) e.g. guest list, dealing with dietary and mobility requirements, preparing certificates, responding to delegate enquiries and sending out updates



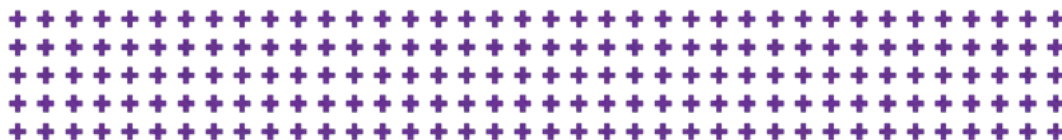
## Appraisal:

- Regular informal meetings will take place with the Events and Membership Manager.
- Formal appraisal meetings will occur twice a year when there will be an opportunity to review the work and revise the job description.
- Personal and professional development will be arranged through consultation and as necessary considering the needs of the QICN and the post holder.
- This job description will be regularly updated to reflect any changes in the level of responsibility, or duties associated with the post. Any updates or changes will be discussed with the post-holder.

NOTE: The QICN is a small organisation and it is important that the post holder should be prepared to be flexible and undertake such diverse activities as shall from time to time be necessary.

## PERSON SPECIFICATION

Criteria		Essential (E) / Desirable (D)	Assessment Application form (A) Interview (I)
Education & Qualifications	A good general education with evidence of a high standard of literacy and numeracy (equivalent to GCSE English and Mathematics grade 4)	E	Application form/ Interview
Skills & Knowledge	Minimum of four years' experience of working in a coordination, support or administrative environment	E	A/I
	Experience of working in a delivery environment supporting course delivery and learning objective.	E	A/I
	High level of digital literacy (MS Office, MailChimp, Eventbrite, Zoom)	E	A/I
	Experience of using CRM packages to manage, distribute, and update work	E	A/I
	Experience of organising in-person and virtual events/ workshops	E	A/I
	Attention to detail	E	A/I
	Good problem-solving skills		
	Experience of financial administration: raising purchase orders, following up on invoices etc.	D	A/I
	Awareness and interest in Community Nursing	D	A/I
	Experience of basic InDesign and other skills to quickly update/format documents	D	A/I



Personal Qualities	Proactive, flexible and enthusiastic	E	A/I
	Highly organised and methodical approach to managing workload, including competing deadlines	E	A/I
	Able to work on own initiative and deliver timely, high-quality results	E	A/I
	Able to multi-task and work under pressure	E	A/I
	Enjoy working on different tasks	E	A/I
	Demonstrable commitment to equal opportunities	E	A/I
	Able to communicate with people at all levels with interpersonal skills	E	A/I
	Able to work within a small, multi- disciplinary team and manage a number of tasks at any one time	E	A/I
	Able and willing to travel within the UK including Northern Ireland with overnight stays (up to 10 nights per year)	E	A/I
	Willing to work outside of office hours as necessary	E	A/I

## OUR BENEFITS

### Holiday

Full time staff are entitled to 25 days paid holiday. In addition, the QICN will be closed between Christmas and New Year, affording staff an additional 4 days' leave. In addition to the annual entitlement, staff are eligible for paid leave for all statutory and public holidays.

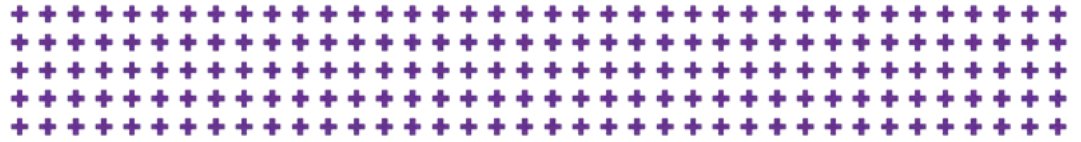
### Workplace Pensions

The QICN has a generous workplace contribution scheme set at two levels. On the basis of a contribution by the employee of 3% it will make 6% contribution, similarly on a basis of a 5% contribution it will make a contribution of 10%.

### Hybrid Working

While formally the place of work for our employees is our office at 30 Euston Square, NW1 2FB, we do hybrid working. This means that full-time employees are expected to be in the office a certain number of days (to be confirmed).





### Team Away Days

We gather as a full team at least four times a year. This is an important part of our work to celebrate the work we have done, an opportunity to share knowledge and input into future plans together.

### Season Ticket Loan

We provide an interest-free season ticket loan.

## APPLICATION PROCESS

We welcome applications from candidates who can demonstrate the skills and competencies to undertake the work. As a charity that values and celebrates patients and a diverse workforce of nurses, we are keen to receive applications from people who have experienced disadvantage and from those who are of Black, Asian and Minority Ethnic communities.

The deadline for applications is **Monday 16 June at 5pm**. The method of application is via the application form in the job pack. Please email your application to [recruitment@qicn.org.uk](mailto:recruitment@qicn.org.uk).

If you wish to speak the Events and Membership Manager about the role, please email [edina.peto@qicn.org.uk](mailto:edina.peto@qicn.org.uk).

Interviews will take place in the office on **Wednesday 2 July 2025**.

*Please note that only short-listed candidates will be contacted after the closing date.*