

Nursing Now!
Global Nursing Campaign, Office and Events Manager

Job Description and Person Specification

Job Details:

Location	Central London – office based
Position Type	Full Time
Contract Type	tba. Fixed-term – 3 years
Salary (£)	tba. (<i>cira. £40-45,000</i>)
Responsible to:	<i>Nursing Now!</i> Project Manager

Overview:

We require a highly experienced, innovative ‘Office and Events Manager’ to lead the administration functions during the mobilisation, launch, then running of the a 3-year global campaign to raise the profile of nursing – *Nursing Now!*

The post requires exceptional organisational and communication skills, experience in a range of IT packages and other technologies, budget management and project management skills, designing and running meetings and events, producing notes and minutes, overseeing adherence to HR and employment policies and providing administrative support generally to the campaign staff and the associated work programmes of the campaign.

The post holder will contribute to the open and collaborative style and approach of the campaign, fostering constructive relationships within and around the campaign stakeholder community, at country and global levels. An ability to communicate effectively with all levels of people (frontline staff to very senior people) in writing, by telephone and face to face (globally) is essential.

The Role:

The successful candidate will provide a very high level of campaign office management, meeting and events management for the global *Nursing Now!* campaign.

Main Duties and Responsibilities:

Responsible for leading all aspects of administration and office functions of the *Nursing Now!* campaign

Responsible for organising and administering events and meetings, including face to face, telephone, web/video conferencing, seminars and workshops etc.

Assembling / creating meeting and events papers, taking and writing up minutes.
Setting up and operating meeting equipment (IT and AV) and other conferencing facilities
Budget management, processing expenditure claims in a timely and accurate manner

Working effectively with stakeholders at all levels providing high quality service and answering complex questions

Providing a first point of contact for the team and other enquiries (by mail, telephone, email and occasionally face to face) and giving information about the campaign, specific events and work underway by the campaign. Linking closely with the *Nursing Now!* communications lead.

Responsible for overseeing the smooth management of the office including ensuring that employment policies and procedures are adhered to.

Accountability and Working Relationships

This position reports to and works closely with the *Nursing Now!* Project Manager.

Person Specification

		Essential	Desirable
Education and Qualifications	Educated to degree level standard (or equivalent)		✓
	Training and experience in Business Administration	✓	
	NVQ Level 3 or above or equivalent in a business-related subject		✓
	Project Management qualification (e.g. Prince2)		✓
Knowledge & Understanding	Extensive knowledge of office management	✓	
	Knowledge of current legislation i.e. Equal Opportunities and Data Protection	✓	
	Knowledge and understanding of the health environment/ nursing / global health issues		✓
	Experience of setting up new office procedures		✓
	Experience of managing HR policies and procedures	✓	
Skills and Abilities	Advanced I.T. skills using Microsoft Office, including experience of setting up and running mail merge documents, Excel (designing and maintaining) spreadsheets, Access Databases, email, internet and social media	✓	
	Efficient organiser and administrator, with excellent attention to detail	✓	
	Good working knowledge of social media and the use of a range of technologies	✓	
	Experience in meetings and events design and delivery, preparation of papers, registration and delivery of events, dealing with delegates (hotels, travel bookings etc.)	✓	
	Experience of selecting and negotiating with external venues and suppliers	✓	
	Good budgetary, financial, numerical and analytical skills, with the ability to manage budgets	✓	
	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	✓	
Experience	Significant recent and relevant experience of working as an office manager/senior administrator	✓	
	Experience of agenda planning, minute taking and report writing	✓	
	Experience in successful project management including completion and evaluation	✓	
	Experience of budget management with the ability to make the most efficient/best value use of resources	✓	
	Experience of working within a customer focussed environment	✓	
	Line management experience		✓
	Experience of working in formal, structured office environments, dealing with very senior people	✓	
Communications	Excellent written and verbal communication skills (English)	✓	
	Experience of collaborating with a wide range of global stakeholders (Ministers to front-line nurses) to provide a clear and coherent communication	✓	
Personal Attributes	Innovative	✓	
	Quick thinking and responsive	✓	
	Hardworking	✓	
	Highly efficient and well organised	✓	
	Calm and patient	✓	
	Enjoys a people centred environment	✓	
	Ability to move between detail and the bigger picture	✓	
	Demonstrates honesty and integrity	✓	
	Demonstrates tact and diplomacy and political astuteness	✓	

	Excellent team player	✓	
	Problem-solver and an ability to negotiate	✓	
	Confident self-motivated person with a friendly can-do attitude	✓	
	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	✓	
	Strong commitment to the Nursing Now! campaign vision and values	✓	
	Intercultural sensitivity and awareness	✓	
	Embraces change	✓	

Closing date for applications to be sent to Catherine.hannaway@nursingnow.global by 5pm Friday 20th October 2017

Further information or enquiries to:

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