

JOB ADVERT

Nursing Now!
Global Nursing Campaign, Office and Events Manager

An exciting opportunity has arisen for an exceptional, highly experienced, innovative, well organised 'Office and Events Manager' to lead the administration functions during the mobilisation, launch, then running of the 3-year global campaign to raise the profile of nursing – *Nursing Now!* The post is full-time, office based in central London.

Following the success of the All Party Parliamentary Group on Global Health's latest report 'Triple Impact – how developing nursing will improve health, promote gender equality and support economic growth' a global campaign called '*Nursing Now!*' will launch in early 2018 to raise the status and profile of nursing globally and maximise the contribution that nursing makes to Universal Health Coverage, women's empowerment and economic development. It will build on nurses' unique position as the health professionals who are at the heart of every health system, provide continuity of care for their patients and are part of their local community. The campaign will operate as a programme of the charity The Burdett Trust for Nursing (www.btfm.org.uk). Further details and the latest campaign 'Update' can be found at: <http://www.appg-globalhealth.org.uk>

Job Outline (for further information please review the full job description and person specification):

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 is available to start as soon as possible.

Application Process:

Applicants should submit their CV and a covering letter outlining why they feel they are suitable for the job. Closing date for applications is 5pm Friday 20th October 2017. Interviews will be held on Monday 30th October in central London. All candidates who have been successfully shortlisted for interview will be informed by 5pm Tuesday 24th October.

Any further questions or for an informal discussion on the role, please contact:

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Project Manager *Nursing Now!*

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