



## NURSING PROGRAMMES MANAGER (LEADERSHIP)

# RECRUITMENT PACK

The Queen's Nursing Institute  
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*We believe in the best possible nursing for patients 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.*

Patron: Her Majesty The Queen  
Professor John Unsworth OBE, Chair. Dr Crystal Oldman CBE, Chief Executive

Registered charity number 213128

Founded in 1887

## WELCOME FROM THE CHIEF EXECUTIVE

Dear applicant,

Thank you for your interest in the post of Nursing Programmes Manager (Leadership) at the Queen's Nursing Institute. This role is crucial to our work.



This role has responsibility working to Director of Nursing Programmes for supporting the business development, delivery, and further development of the portfolio of leadership programmes.

Our portfolio includes our flagship Executive Nurse Leadership Programme and our Aspiring Nurse Leaders Programme. In addition to this, every year we deliver a wide range of commissioned bespoke leadership programmes for community nursing providers and other health and social care organisations.

The QNI is currently at an exciting and crucial crossroad as it seeks to serve community nurses across the wide sectors within which they work, and we are looking for someone who has willingness to think strategically and act entrepreneurially; being able to participate in the delivery and business development of the work we do.

You would be joining a leading professional nursing charity at a very exciting time and where the attention of government policy is increasingly focussed. Community is where most people receive their care, with more than 90% of all clinical contacts taking place in a community setting. It is the aspiration of the central and all devolved governments to support more people to be cared for at home and the QNI's work provides the data, intelligence and insight from our networks and from our research to assist in realising this aspiration.

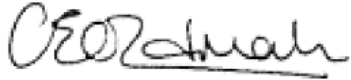
Our values of excellence, inclusivity, partnership, independence, advocacy, legacy and integrity underpin the strategic plan 2021-25 which is included in the pack.

We believe we are in a strong position to challenge and 'speak truth to power' with the independent evidence we deliver.

During the pandemic we have been a leading voice for nurses working in the community and influencing the policies concerning the delivery of care in a wide variety of community settings, including in the home, GP surgeries and care homes. Many of our 2000 Queen's Nurses have spoken in the media over the last two years about their work and the ways in which they are supporting individuals, families, and communities during this most challenging time.

If you would like to discuss the role, please do contact our Chief Executive, Crystal Oldman, who would be happy to speak to you in more detail. We very much look forward to hearing from you.

Best wishes

A handwritten signature in black ink, appearing to read 'Crystal Oldman', written in a cursive style.

Dr Crystal Oldman CBE  
Chief Executive

## ABOUT THE QNI

The QNI 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 QNI 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 QNI 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 QNI 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 QNI 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>	<b>NURSING PROGRAMMES MANAGER (LEADERSHIP)</b>
<b>RESPONSIBLE TO:</b>	Director of Nursing Programmes (Leadership and Standards)
<b>HOURS/SALARY:</b>	35 hours per week, £46,300
<b>BASE:</b>	Central London (W1G 0LZ) – we are currently testing 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 travel and attendance at external meetings, conferences and key events as appropriate.

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### OVERALL JOB AIMS:

The Nursing Programmes Manager (Leadership) working to the Director of Nursing Programmes (Leadership and Standards) has day to day responsibility for running the portfolio of leadership programmes and ensuring their delivery.

A core part of the role is to ensure that Leadership Programmes run smoothly, is delivered to a high quality and has an underpinning scalable business model.

### SPECIFIC RESPONSIBILITIES AND DUTIES:

#### Organisational Support and Leadership Work:

- a. To deputise for the Director of Nursing Programmes (Leadership and Standards), including at external events and meetings.
- b. To contribute to the day-to-day operational management of the QNI Leadership Programmes. This includes contributing to all programme business development, planning, delivery and support of the Leadership Programmes under the supervision of the Director of Nursing Programmes (Leadership and Standards).
- c. Under the supervision of the Director of Nursing Programmes (Leadership and Standards) to build our leadership programmes into a core revenue stream for the QNI by exploring and maintaining different partnership opportunities with external organisations and their practitioners.
- d. Under the supervision of the Director of Nursing Programmes (Leadership and Standards) to supervise and ensure quality control of the leadership programme and the QNI practitioners supporting it, to ensure it is rigorous both in terms of providing a learning opportunity for those who undertake and ensuring those who complete the course contribute to the wider development of community nursing and increased understanding of the importance of the sector and the need for it to have leaders who advocate on its behalf.

- g. To support the delivery of the QNI Leadership programmes, ensuring courses are of a high quality, and assist with planning, organising and developing the ongoing alumni network associated with the programme.

**Wider Professional Responsibilities:**

- h. To maintain awareness of the external environment in order to contribute to the professional work of the Queen's Nursing Institute and work with the Director of Nursing Programmes (Leadership and Standards) to respond in a timely and proactive way to opportunities and new initiatives relating to community nursing and primary care.
- i. To contribute to and support the wider work of the QN and other events; to include but not limited to the QNI annual conference, the annual all Queen's Nurse day and the annual QNI Award ceremony.
- j. Maintain regular contact with community nursing practice, to inform QNI activity, policy work and projects.
- k. To champion community nursing and primary care, from planning the evidence gathering to the launch of the initiative, engaging with relevant external stakeholders as appropriate.
- l. To contribute to the dissemination of the QNI's work through attendance and contributions at external meetings and conferences as appropriate; and to work with the Directors of Nursing Programmes (Leadership and Standards) in maintaining a high profile for the QNI.

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.

This job description represents a summary of the main responsibilities of the post and is not meant to be exclusive.

**NOTE:** The QNI 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
<b>Qualifications</b>	Registered Nurse  First degree (or equivalent)  Postgraduate qualification  Substantial experience of working in primary care and/or community nursing settings as a qualified nurse in an autonomous role  Qualified teacher and/or Leadership/Management qualification at Master's level	E  E  E  E	Application form/Interview
<b>Skills &amp; Knowledge</b>	Knowledge and awareness of the current policy issues influencing the primary care/community nursing practice environment in the UK  Experience of developing and delivering innovative and practice-based leadership programmes/modules at Master's level  Experience on delivering revenue streams in conjunction with key partners through business development  Excellent written and verbal communication skills  Experience of public speaking  Experience of leading workshops and face-to-face training sessions  Experience of evaluation/demonstrating impact  Experience of budget management	E  E  E  D  E  D  E  D	Application form/Interview

	Excellent web and IT skills; self-sufficient in these areas	D	
Personal Qualities	Ability to work self-sufficiently across a range of duties	E	Application form/Interview
	Ability to work to deadlines and defined outputs	E	
	Excellent organisational ability	E	
	Able to work effectively and collaboratively in a small team	E	
	Strong analytical skills particularly with regard to impact	E	
	Committed and enthusiastic	E	
	Able to communicate with people at all levels	E	
	Able to prioritise, with an organised methodical approach to work	E	
	Demonstrable commitment to diversity and equality	E	
	Willingness to travel to external events, sometimes involving occasional overnight stay within the UK	E	



## OUR BENEFITS

### ***Supportive Team***

It might seem trite, but we are genuinely committed to living our values of **excellence, inclusivity, partnership, independence, advocacy, legacy** and **integrity**. Many of us have been at the QNI for a long time and part of that is the value we place on being part of a team, both celebrating achievements but also supporting individuals through tougher times. At the core to this are our values which we believe come from our roots of having set up the first District Nurses in Liverpool 135 years and now live on in all nurses working in community. We believe one of the biggest reasons you would want to join us is the experience of working as part of our team.

### ***Holiday***

Full time staff are entitled to 25 days paid holiday. In addition, the QNI 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 QNI 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 1A Henrietta Place, London W1G 0LZ, we are currently testing hybrid working. This means that full-time employees are expected to be in the office one day every two weeks for their team. We are testing this through to October and whatever the outcome of the testing we would expect some form of flexible working to continue into the future.

### ***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 knowledge share and input into future plans together.

### ***Season Ticket Loan***

We provide an interest-free season ticket loan.

## APPLICATION PROCESS

We welcome applications from candidates from nurses who work in a number of contexts including those in front line practice as well those who are academics who can demonstrate the skills and competencies to undertake the work.

The deadline for applications is close of business Monday 21<sup>st</sup> November, 5pm. The method of application is via a CV and tailored supporting statement explaining how your skills, knowledge and experience fit the job description and person specification, along with your motivations for applying.

Applications should be submitted to our Office Manager, Christine Widdowson [christine.widdowson@qni.org.uk](mailto:christine.widdowson@qni.org.uk). If you wish to speak to our Chief Executive about the role, you should contact Christine and she will make an appointment for you.

First interviews will take place w/commencing 28<sup>th</sup> November. Please advise us if you are unable to make any dates in that week, particularly given the time of year and holiday commitments. We may if appropriate arrange a second round of interviews.