



# We're hiring!

 **JOB PACK**

---

Thanks for your interest in working at GHP.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
GHP.

**MEMBERSHIP & CRM ADMINISTRATOR SECONDMENT**



## JOIN OUR TEAM!

The successful candidate will be employed by Global Health Partnerships, but will be seconded to work on the Nursing Now Challenge, a programme of the Burdett Trust for Nursing.

The Nursing Now Challenge was launched in 2021 with the aim of supporting health employers around the world to create leadership development opportunities for their student and early-career nurses and midwives. Over the last three years, this mandate has evolved, and the Nursing Now Challenge has welcomed individuals, as well as organisations, becoming an invaluable space for student and early-career nurses and midwives to convene, share experiences and learn from one another. It has become a key feature and support system in the lives of thousands of student and early-career nurses and midwives globally, representing a vibrant, diverse, challenge-led community where student and early-career nurses and midwives are inspired and championed. At its very core, we empower early career registered and student nurses and midwives, through investment in their personal and professional development, to achieve positive outcomes for patient care, nursing and midwifery practice and profession, ultimately impacting on significant improvements to population health.

You can find more information on the Nursing Now Challenge here:

<https://www.nursingnow.org/>



Global Health  
Partnerships  
FORMERLY THET

# OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning





# JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Programme Director
Location	UK home-based, occasional travel to London/ Edinburgh will be required. International travel possible.
Salary	£32,000
Length of Contract	January 2025 - February 2027





## JOB PURPOSE

The Nursing Now Challenge is a programme of the Burdett Trust for Nursing and thanks to its continued support, membership to the Nursing Now Challenge is free and gives members access to:

- a vibrant community of student & early-career nurses & midwives, facilitating opportunities for global collaboration
- diverse resources to support members to thrive in their leadership development journey
- innovative training courses that will challenge members & allow them to grow both personally and professionally
- dynamic webinars including, Global Book Club sessions, Nursing Now Challenge Global Solutions Initiatives & Debates giving members a global platform to highlight their expertise & ensure that their voice is heard.

Over the coming years, the Nursing Now Challenge will support more student and registered early-career nurses and midwives to have their voices heard at every level – from grassroots clinical settings to policy decision-making tables, both nationally and globally. Investing in early-career nurses and midwives is essential for improving health and healthcare globally and the Nursing Now Challenge remains committed to supporting and empowering student and early-career nurses and midwives as leaders, and advocates in health. Furthermore, the Nursing Now Challenge will continue to showcase nursing and midwifery as exciting and rewarding careers to contribute to recruitment and retention on a global scale.





## KEY RESPONSIBILITIES

The Membership & CRM Administrator will support and expand the growing network of individuals and organisations that are members of the Nursing Now Challenge network. This role is vital to optimise member experience and enhance the value and impact of the Nursing Now Challenge, which is dedicated to championing leadership development for student and early-career nurses and midwives.

The main purpose of this role is to manage the Nursing Now Challenge membership database, using existing CRM tools and software, and ensure positive and proactive engagement with members of the Nursing Now Challenge network as well as its existing and prospective collaborators. The successful candidate will also be required to manage the day-to-day administrative tasks associated with the running of the Nursing Now Challenge. They will also be responsible for the project management of various workstreams.

- Oversee the registration process for new members, guiding them through the onboarding process and ensuring alignment with programme requirements.
- Track and report on member engagement metrics, leveraging data insights to drive retention, satisfaction, and continuous improvement.
- Prepare comprehensive, weekly reports that provide insights into membership growth and development.
- Ensure member information is up to date and stored in accordance with GDPR requirements.





## KEY RESPONSIBILITIES

- Conduct regular needs assessments and check-ins with members to identify opportunities for enhanced engagement.
- Respond to member inquiries promptly, providing resources and guidance to support their full engagement with the Nursing Now Challenge network.
- In collaboration with the Director of External Relations, develop and execute a robust engagement strategy with evaluation of impact.
- Provide administrative support including: scheduling meetings with and for the Nursing Now Challenge team and relevant partners/ members, ensuring that accurate notes/ minutes are taken where appropriate and shared with the required stakeholders, manage timely and accurate follow-up reports and actions.
- Organisation of Nursing Now Challenge Board meetings and preparation of all associated paperwork, including meeting papers and minutes
- Maintain Nursing Now Challenge team project tracker
- Support the Programme Director and Director of External Relations with reporting to the Burdett Trust for Nursing Board of Trustees
- Participate in any staff development and training activities as deemed appropriate for personal and professional development.





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• UG degree in subject related to the work of the Nursing Now Challenge</li><li>• At least 3 years of relevant experience in national and/or international organisations</li><li>• Keen interest in global health issues and the global health workforce</li><li>• Experience of project management, requirements, and processes, including awareness of governance principles</li><li>• Knowledge, understanding and experience of CRM tools &amp; software, such as HubSpot</li><li>• Excellent verbal and written communication skills. Fluency in English, both verbally and in writing</li></ul>	<ul style="list-style-type: none"><li>• Postgraduate degree in a relevant field (international relations, global health, nursing)</li><li>• Experience of using WordPress and social media platforms.</li></ul>







# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications , Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Outstanding analytical and organisational skills</li><li>• Extensive experience of using Microsoft Office suite (particularly Excel &amp; PowerPoint)</li><li>• Excellent knowledge and understanding of GDPR requirements</li><li>• Strong organisational skills and a proactive approach to managing multiple priorities and deadlines</li><li>• Ability to analyse data and use insights to inform decision-making and improve processes</li><li>• Excellent team player and collaborative approach to work</li><li>• Able to work to own initiative with broad direction</li></ul>	





# MEMBERSHIP & CRM ADMINISTRATOR SECONDMENT

## What we offer

- Flexible working hours
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- A friendly, supportive work environment.

## How to apply

Candidates can apply by submitting a maximum two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to [jobs@thet.org](mailto:jobs@thet.org) by Friday, 10th January, with 'CRM Admin' in the subject line.

If you have any question or would like to discuss this role please contact -  
[Aisha.Holloway@ed.ac.uk](mailto:Aisha.Holloway@ed.ac.uk)

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.

