

JOB DESCRIPTION

TITLE OF POST:	Student Officer (One-year fixed term contract)
GRADE/SALARY:	Enhanced Practice Staff Nurse/Midwife HSE Scale- 1 st October 2020
WORKS TO:	Head of Information and Research
ACCOUNTABLE TO:	Director of Industrial Relations
CV REQUIREMENTS:	Registered Nursing qualification essential. Experience of the undergraduate degree programme.
OTHER REQUIREMENTS:	The post holder, must have excellent, communication, organisational and marketing skills together with an ability to develop and deliver targets on their own initiative. The post will involve travel, to third level campuses and placement sites across the country, to ensure strong communication links with our undergraduate, and recently qualified, members.

PURPOSE OF THE POST

- 1. To recruit undergraduate nurses/midwives, into membership, from all of the third level colleges/institutes.**
- 2. To develop targeted services, for these members, relevant to their needs during the degree programme.**
- 3. To develop membership tracking systems which ensure that, upon graduation and registering as a qualified nurse/midwife, these members retain their membership.**
- 4. To develop a means of communicating with graduates who emigrate.**

DUTIES AND RESPONSIBILITIES

- 1. To recruit undergraduate nurses/midwives, into membership, from all of the third level colleges/institutes.**
 - To arrange, co-ordinate and participate in, in conjunction with other members of the team, all recruitment initiatives targeted at undergraduate nurses/midwives.
 - To develop new recruitment techniques, and practices, which increase our density, in membership terms, within the undergraduate nurse/midwife cohort.
 - To develop strong, robust, relations with all schools/faculties of nursing/ midwifery, in third level colleges/institutes, which ensure the

Organisation's presence throughout the four-year undergraduate programme.

2. To develop target services, for these members, relevant to their needs during the degree programme.

- To critically analyse existing services, provided by the Organisation for our undergraduate membership, with a view to assessing their relevance for this membership group.
- To develop new services, including educational briefings/information sessions of specific interest to undergraduate members, which assist with their passage through the undergraduate programme and preparation of membership of the profession.
- To develop, and maintain, strong links with the Union of Students of Ireland (USI) and to ensure strong nursing/midwifery societies in all colleges/institutes.
- To develop contacts and collaboration with other organisations in countries where graduates are working.

3. To develop membership tracking systems which ensure that, upon graduation and registering as a qualified nurse/midwife, these members retain their membership.

- To assess the current retention ratios, for newly qualified nurses/midwives, in terms of retaining INMO membership following qualification.
- To develop new tracking initiatives which maximise membership retention upon qualification.
- To develop targeted services, of specific value in the first-year post qualification, which aids membership retention and consolidation.

Miscellaneous Duties

- To seek sponsorship for promotional materials for students and towards an annual student's conference.
- To prepare monthly reports for the Executive Council.
- To compile regular news updates for the World of Irish Nursing and Midwifery Journal.
- To participate in relevant activities, committees and campaigns arising from the obligations/responsibilities of this post.
- To undertake such additional further education and development as required.
- To undertake other reasonable duties as may be required by the General Secretary from time to time.