



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: Entrepreneurship Manager

Department: InnovationRCA

Grade: 8, Permanent

Responsible to: Head of Incubation

Background

The Royal College of Art is the UK's only entirely postgraduate institution of art and design, dedicated to teaching, research and knowledge exchange with industry. The RCA has been ranked the number one university-level institution for art and design, internationally, for the eighth consecutive year according to the QS World University Rankings by Subject, 2022.

The College currently has some 2,700 students registered for Graduate Diploma, MA, MRes, MPhil and PhD degrees, and this is set to rise to 3,300 in coming years with the introduction of the new campus at Battersea during 2022. The majority of postgraduate teaching and research supervision is delivered by the RCA's four Schools: Architecture, Arts and Humanities; Communication; Design, with each School led by a Dean of international standing, and a recognised leader in their field.

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Burberry Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

Our People

The RCA's Royal Visitor (Patron) is HRH Prince of Wales; its Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson. The RCA has more than 500 permanent staff, including internationally renowned artists, designers, architects, theorists and curators. These staff, together with an innovative pedagogy, world-class technical facilities and research centres, all contribute to an exceptional environment and a remarkable record of graduate employment. Generations of eminent graduates have created far-reaching impact and influence, such as Barbara Hepworth, Bridget Riley, David Hockney, Sir Ridley Scott, Sir James Dyson OM, Asif Kapadia, Thomas Heatherwick, Chris Ofili, Tracey Emin, Jake and Dinos Chapman, Christopher Bailey, Idris Khan, Chantal



Royal College of Art

Postgraduate Art & Design

Joffe, Sir David Adjaye, Erdem, Philip Treacey, Monster Chetwynd, Oscar Murillo and Lina Lapelyte.

Strategic Plan 2022–2027

The RCA has developed a new strategic plan, involving all staff in a process that was concluded in March 2022, with the publication of a new Strategic Vision and Plan for the next five years, and the appointment of our new Chair of Council, Sir Peter Bazalgette.

This plan will embrace the roll out of a new model of delivery for our taught postgraduate programmes to support access and flexibility; it will underscore our commitment to being the world's most research-intensive art and design university; and it will commit to a number of Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

InnovationRCA, is the College's entrepreneurship and incubation centre and has a track record of successfully supporting the creation and development of award-winning design-led start-ups and spinouts. It provides intellectual property support, business mentoring and training, pre-seed funding and workspace to early-stage RCA companies developing novel technologies which combine design with engineering, materials or technology.

Examples of InnovationRCA companies include [Concrete Canvas](#), [Ananas Anam](#), [Gravity Sketch](#) and [ZELP](#). InnovationRCA was awarded 'Accelerator of the Year' by the UKBAA Angel Investment Awards and recognised, by McKinsey and Company, as 'world class' when benchmarked against other UK and international private and university incubators and accelerators.

Purpose of the role

The Entrepreneurship Manager will establish close links with the student body providing entrepreneurship guidance and inspiration. The role holder will, working with the InnovationRCA Team, lead on the delivery of and organise student-facing entrepreneurial events to promote and stimulate entrepreneurship and champion InnovationRCA. The role holder will help InnovationRCA to find, attract and recruit the best talent into its acceleration and high growth start-up incubator.

The successful candidate will be expected to build strong relationships with student body, student union, alumni and Heads of Programme to ensure they are aware of the InnovationRCA offer. They will, working with the Operations Team, devise and implement student facing PR campaigns, materials and activities to promote InnovationRCA and attract the best talent. They will also contribute towards start-up delivery under the guidance of the Head of Incubation and participate where necessary in the planning and delivery of incubation service contracts for international clients.

The ideal candidate will want to develop their skill set across all areas of a start-up support and business and enjoys having a broad range of assignments. The role would be ideal for



Royal College of Art

Postgraduate Art & Design

candidates with accelerator experience. InnovationRCA comprises a small but growing team and seeks a candidate with an ability to grow and adapt accordingly.

Main Role & Responsibilities:

This will be a varied role with several exciting responsibilities. Some of the key areas you will be responsible for include:

Incubation Support

- Reporting to the Head of Incubation, carry out day to day project management of incubated start-ups (at any time between 50-100 grads and staff founders) ensuring that their development needs are met and their progress is monitored
- Alongside the InnovationRCA Incubation Team, provide one-one mentoring to start-ups and deliver InnovationRCA start-up training workshops
- Support the Incubation Team by recommending and recruiting additional external mentors and coaches to further enhance the InnovationRCA start-up offer
- Day to day coordination of the contracting process assisting the Head of Incubation, Investment Manager and Founders to ensure correct incorporation, the smooth onboarding of new companies and the precise collation of the necessary contracting documentation
- Contribute towards the development and delivery of new training content for the acceleration and high growth start-up programmes in line with best practice and assessed needs of start-ups

Pipeline Development and Community Management

- Establish strong relationships with the student body, student union, senior tutors and Head of Programmes and become their first point of call for entrepreneurship at the RCA
- Devise, budget and deliver student- and alumni-facing entrepreneurial activities and events (for example hackathons) to further stimulate entrepreneurship at the RCA increasing the participation of under-represented groups and to help stimulate the formation of new student projects that will lead to exciting, investable start-ups
- Working alongside the IP Programmes Manager and Operational Team plan, develop and deliver successful annual start-up and IP recruitment campaigns
- Work alongside the Intellectual Property (IP) Programmes Manager to deliver student drop in Clinics
- Scout and serve as the first spotter of new potential start-ups ideas at the RCA, flag them to InnovationRCA's Incubation Team and work to nurture and support those ideas and develop them into incubated start-ups



Royal College of Art

Postgraduate Art & Design

Other Duties

- Follow start-up progress in line with indicators set by the RCA and its funders and update records accordingly. Assist the Head of Incubation in managing incubated projects' milestone reviews
- Develop reports, case studies and updates for the website, newsletters and as requested by the Director of InnovationRCA for reporting or marketing purposes
- Build relationships with the ecosystem
- Any other duties as reasonably required by the Director of InnovationRCA and Head of Incubation.

Person Specification:

Essential:

- Science or engineering degree
- Significant experience of working with early-stage start-ups and founders and a strong knowledge of the UK start-up scene
- Experience of business model development for start-up and small companies, route to market assessments and funding strategies
- Practical experience of coaching and mentoring start-up companies and graduates
- Significant experience of working with start-up investment documentation and a strong attention to detail
- Numerate with experience of financial planning, budgets and cashflows and strong understanding of company accounts
- Demonstrated experience of hackathons or other entrepreneurial events and of both 'fronting' events and hands on delivery of them
- Evidence of managing a large and diverse portfolio of work, showing strong project management skills and excellent organisational ability
- Excellent interpersonal and networking skills and a proven ability to motivate and persuade
- Excellent report writing and presentation skills
- Experience of working in a 'customer' facing role and of working with students or entrepreneurs

Desirable:

- Experience of working as part of a university Incubator, Accelerator or Technology Transfer unit
- Experience of delivering marketing activities
- Masters degree (Business, Finance or Law)
- Knowledge of the fundamentals of intellectual property rights

Additional information

- InnovationRCA Is located In Battersea and most activities will be taking place there but the the postholder will be expected to be flexible In working across the College's three campuses (Kensington, White City and Battersea) as needed.



Royal College of Art

Postgraduate Art & Design

- Salary working five days per week, ££43,515 - £47,321 p.a. pro rata inclusive of London Allowance.
- 25 days annual leave plus extended breaks at Christmas and Easter at the discretion of the College, pro rata for part time employees.
- Normal hours will total 35 per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

September 2022



Royal College of Art

Postgraduate Art & Design

PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 19% of your salary while you pay 6%.

Holiday

5 weeks (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.



Royal College of Art

Postgraduate Art & Design

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.