



Royal College of Art
Postgraduate Art & Design

JOB DESCRIPTION

Post:	Ecological Citizens Network Manager
Department:	Design Products, School of Design
Grade:	8
FTE:	1.0, Fixed-term until 31/01/27
Location:	Battersea South Campus. Occasional travel to project partner locations (primarily York and Wrexham) will be required
Responsible to:	Principal Investigator, Ecological Citizens

Background

Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number 1 art & design university for a remarkable eight consecutive years (QS World Subject Rankings 2015-2022).

The RCA is research-led, and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2022.

Studying at the RCA is the starting point for the world's creative leaders. With more than 20,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

Over 2,700 students are spread across four schools, studying at Graduate Diploma, MA, MPhil, MRes and PhD levels, with plans for this to rise to 3,300 by 2027. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.

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.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and



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technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning, and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

Our People

Prior to the death of Her Majesty, the RCA's Royal Visitor (Patron) was HRH Prince of Wales; however, His Majesty King Charles III's office has yet to confirm which institutions he will continue to serve as a Patron, following his ascension to the throne. The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette (please see link to Council independent members' biographies). The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson, who joined the College in 2009.

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

Strategic Plan 2022–2027

The RCA's Strategic Plan 2022–27 is attached. During this time, the RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.

The RCA will remain an independent, postgraduate institution with a sharply distinctive and fresh research agenda and a research-driven approach towards our taught programmes that keeps it always one step ahead. It will focus on areas of expertise that only the RCA can offer – including some big-bet propositions where there is an appetite for well-managed risk and preparedness to enter new ventures with new associates. The RCA will lead in new fields of creative practice and intellectual inquiry where we believe

creative insights and a uniquely RCA perspective will catalyse new solutions to global challenges. The RCA recognises that the winning formula must be built upon a diversity of student talent with a taught Master's model that is more inclusive, affordable and better suited to twenty-first-century lifestyles and careers.

The Strategic Plan includes the rollout in 2022/23 of an entirely new model of delivery for the RCA's taught postgraduate programmes to support access, widening participation



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and student flexibility; it underscores the RCA's commitment to remain the world's most research-intensive art and design university; and it commits to a number of equity and diversity goals which will lead towards the RCA becoming an anti-racist institution. Many of the initiatives within the former and current Strategic Plan are predicated upon the success of a very active comprehensive capital campaign, entitled GenerationRCA which launched in early 2018 and which has raised over £85m to date against a goal of £100m. GenerationRCA supports major capital projects, professorial posts, student financial aid and scholarships. The College's five-year Financial Plan assumes c.£45m of new cash receipts will be secured between 2022–27.

The Strategic Plan is 'twinned' with an underlying Operating Plan which outlines the delivery and KPIs which will enable the institution to deliver its ambitious strategic plan.

The RCA community operates in line with four agreed values:

Curiosity

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

Inclusion

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

Collaboration

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

Integrity

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.

Project Summary

The RCA has been awarded a £3.3M grant by the EPSRC to establish the Ecological Citizens Network Plus, focusing on digital interventions that would create 'the conditions to make change' towards a sustainable post-industrial society. The ecological and climate crisis are the two biggest challenges facing humanity. We see numerous digital opportunities to mitigate the impacts, comprehend causes and seek preferable futures. Ecological Citizenship is a skill for positive sustainable, digital & ecological actions. It catalyses impact beyond 'individuals', impacting CEOs to school children and giving us unrivalled reach into businesses, third sectors and communities. The network outcomes will include empowered communities; cross-fertilisation of ideas between disciplines sparking new fields of research, new partnerships, technologies and catalyse new funding



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opportunities. We intend to increase digital accessibility, competency & agency in all our stakeholders.

Ecological Citizens is a cross-RCA research network led by Dr. Rob Phillips (School of Design), with Professor Sharon Baurley (Materials Science Research Centre), and Tom Simmons (School of Communication), in partnership with Dr. Sarah West of the Stockholm Environment Institute (SEI) at the University of York, Professor Alec Shepley of the Faculty of Arts, Science and Technology at Wrexham Glyndŵr University, and a wide range of partners from industry and the third sector.

The Network Manager will be at the centre of the Ecological Citizens community and collective, building links, fostering opportunities and ensuring work is conducted appropriately and on time. We are going to catalyse the digital economy, through our activities, which unite diverse groups of people together to address a sustainable digital society.

Purpose of the Post:

You will design processes and procedures for effective delivery of the Ecological Citizens Network Plus award, ensuring effective and compliant internal and external reporting and budget control. You will manage and coordinate resources, coordinate the delivery of a programme of activities and events liaising with partners as appropriate, and will have experience of managing research funding from UK government or EU sources, such as UKRI or ERDF.

You will be experienced in meeting reporting and compliance requirements of research funding, including coordination and submission of large, multi-partner reports to funders. You will work alongside the principal researcher, co-investigators, the national team, partners, and other roles within the project. Ecological Citizens is design-led but an active interest in; the natural world, materials, and the digital economy would be beneficial.

Main Duties and Responsibilities:

Management, planning, and development

- Lead on the day-to-day operational management of the Ecological Citizens Network Plus award, ensuring a high-quality experience for staff, partners, students, and visitors.
- Develop and manage governance processes for the implementation and progress monitoring of the award (working with the Principal Investigator (PI)).
- Work closely with the School of Design and the Research and Knowledge Exchange (RKE) Office to align operational processes and procedures and ensure smooth and effective information flow and sharing best practice.
- Generate standard operating procedures, ensuring effective coordination of workflows, finding positive solutions and contingencies, and exploring ways to optimise resources.
- Support the PI in developing and managing relationships with Network partners (academic and industry) and in engaging new stakeholders with the Network, in particular, engaging further industry partners.



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Network development and project management

- Manage the award, developing detailed project timetables and plans, and put in place a monitoring strategy.
- Act as the main point of contact with the funder for all progress updates, reporting and enquiries for information.
- Manage group meetings and advisory board meetings.
- Manage the relationship with funding partners, understanding all reporting needs, and communicating effectively to maximise grant logistics.
- Work with the PI to develop processes for onboarding new project partners.
- Work with the award team and RKE office to:
- Work with the PI to develop and manage the Ecological Citizens funding programme, developing a robust application and review process, issuing funding awards, monitoring progress of funded projects and expenditure, and reporting (financial and non-financial).
- Track projects as appropriate, with regards to impact gathering and collating information for Research Fish updates.

Finance, reporting, and record-keeping

- Oversee expenditure processing and tracking, authorising expenditure where appropriate.
- Generate financial reports, working with the RCA's Finance team and the PI on the clarification of reports and submission to external funding sources. Gather financial reports from project partners in line with funding requirements.
- Ensure compliance with all terms and conditions of the funding.
- Work with the PI to deliver project reports for internal and external needs.

External Relations / Marketing, communications & events / Impact

- In conjunction with Marketing and Communications, oversee marketing and communications plans for the award, ensuring a regular, consistent flow of information.
- Communicate success stories to the funder and ensure compliance with grant requirements regarding all external facing communications.
- Coordinate the delivery of all Ecological Citizens events, including: workshops, roundtables, symposia, residential retreats, exhibitions and user engagement events.
- Oversee all marketing and communications mechanisms, including printed publications and reports, website and social media, and events.
- Generate content for various audiences in collaboration with the award team members, which may include articles, reports, presentations, blogs, and other external facing content.
- In conjunction with the PI and award team, develop the user engagement and impact strategy of the award, identifying ways to engage stakeholders, including government, academic, industry, and public.

HR, staff and student support

- Support the PI in effective recruitment, liaising with HR on the development of job descriptions and processes, and supporting recruitment delivery.



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- Lead on effective staff integration and on-boarding, including visiting researchers, supporting the PI with recruitment and HR processes, in line with institutional policies.
- Support the PI in developing and implementing an Equality, Diversity, and Inclusion plan for the Centre.
- Line manage administrative team members as appropriate and recruit and manage temporary staff when necessary.

Person Specification:

Essential:

- An honours degree (or equivalent experience), with evidence of strong analytical skills.
- Experience of working at a relevant level in an administrative/business management capacity in Higher Education or a research institution.
- Experience of working with research funding (or similar), including understanding application and award requirements, and ensuring compliance with funding terms and conditions.
- Experience of delivering user engagement strategies for research grants.
- Experience of managing relationships with partners in different sectors.
- Experience of contributing to the setting and management of budgets and financial planning, including planning resource allocation, and income maximisation.
- Experience of drafting reports for external consumption
- Proven interpersonal and communication skills with a high degree of tact and diplomacy, able to deal with internal and external contacts, senior academic staff, and students, appropriately.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), Web/Internet use and financial management systems.
- Detailed understanding of standards of managing, protecting and re- using information, including information security best practice and data protection principles (GDPR).
- Ability to use initiative, and to work as part of a team.
- Ability to deal positively and constructively with change, and to juggle conflicting priorities.
- Demonstrable commitment to diversity and equality of opportunity, with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

Desirable criteria:

- Experience of working with complex research funding mechanisms such as UKRI or EU.
- Experience of managing a research funding programme and awarding grants.
- Experience of organising high profile research events such as conferences, symposia, round tables, exhibitions, etc.
- Experience of university systems and software, including Financial (Agresso), HR/Payroll (iTrent), CRM (Raiser's Edge), and student database systems.
- Experience with marketing planning for print, website, social media and internal systems.



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- An interest in and enthusiasm for contemporary art, design, culture, STEAM, circular economy, nature and sustainability.
- Ability to be forward thinking and offer strategic insight, with an Innovative and flexible approach to work.

Additional information

- Core Location: Battersea South Campus. Occasional travel to project partner locations (primarily York and Wrexham) will be required.
- Salary : £44,215 - £48,021 per annum inclusive of London Allowance.
- Normal hours will total 35 hours per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch.
- 25 days annual leave per annum pro rata, plus extended breaks at Christmas and Easter.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Term: Fixed term from 1 February 2023 for 48 months until 31/01/27
- The successful applicant will be appointed to the first increment on the advertised pay grade. Thereafter and subject to satisfactory performance, the role holder will be eligible for an annual increment each year, normally with effect from 1 August.

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January 2023



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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 21% 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, at the discretion of the college. 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.



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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.