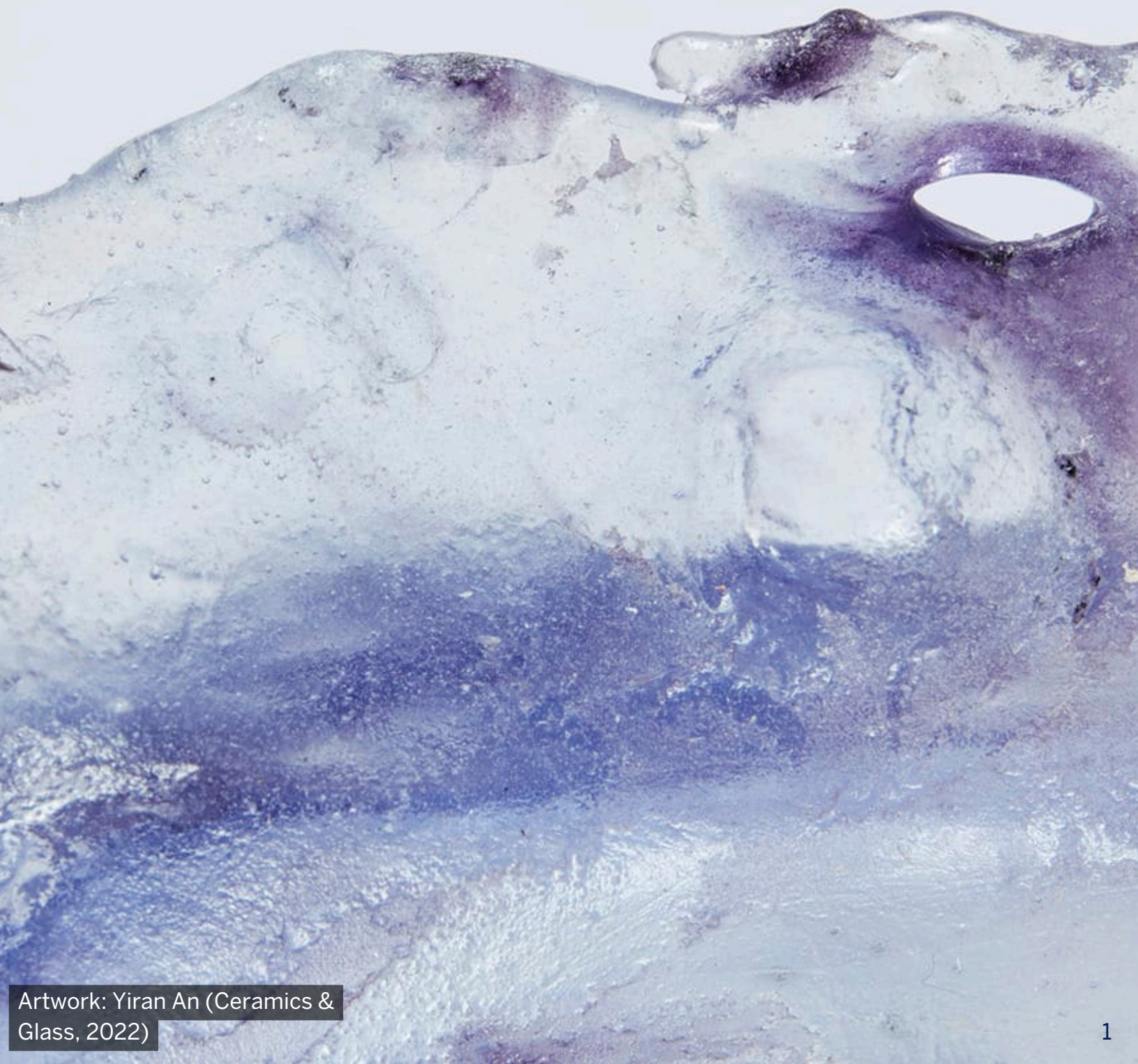


RCA

Internal Communications Officer

May 2024



Artwork: Yiran An (Ceramics & Glass, 2022)

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Photo: Richard Haughton

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WELCOME TO THE RCA



Photo: Iwan Baan

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 one art and design university for a remarkable ten consecutive years, according to the QS World University Rankings by Subject 2024 – the worldwide survey of academic and industry opinion.

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 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 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.

More than 2,800 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. 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.



Photo: Richard Haughton

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 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 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 Strategy

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. For more information on The RCA's Strategic Plan 2022–27, please click on this link: [Strategic Plan 2022–27](#).

Our People



Photo: Richard Haughton

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 President and Vice-Chancellor – the CEO of the institution – is Dr Paul Thompson, who joined the College in 2009, but will be leaving in May 2024. The incoming President and Vice-Chancellor is Professor Christoph Lindner, who joined the RCA in April 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 196 FTE, supported by around 215 Associate Lecturers and a wide range of Guest Lecturers who bring 'live' industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

Our Values



Photo: Shaun James

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.

Communications & Marketing



Photo: Richard Haughton

Communications & Marketing is responsible for delivery of the College's strategy relating to student recruitment marketing nationally and internationally, generating a positive reputation and perception of the RCA brand, and directing and commissioning creation of content in support of the College's goals.

Internally, Communications and Marketing works hard to ensure that staff and students are informed and engaged with the latest news, initiatives and change within the College. It also works closely with a diverse range of community partners and participants to develop collaborative projects and create a positive impact.

Internal Communications Officer



Photo: Richard Haughton

Overview of the role

We are looking for a part-time Internal Communications Officer to join the RCA's Communications and Marketing team. The Internal Communications Officer will support the Internal Communications Manager with the execution of a measurable multi-channel internal communications programme for staff and students at the Royal College of Art.

Working collaboratively with colleagues in the wider team and stakeholders across the RCA, including academics and operational teams, they will communicate multi-channel narratives that resonate with students and staff.

The Internal Communications Officer should be able to write confidently and concisely and will produce weekly newsletters as well as support events, presentations and workshops, as part of a programme of employee and student engagement. Equity, Diversity and Inclusion and Sustainability principles are embedded in everything that we do and our new Internal Communications Officer will be committed to supporting this as part of their work.

The successful candidate will ensure the internal communications programme is fully integrated within, leverages off and is responsive to, the wider Communications & Marketing team's plan, which is designed to position the RCA as the world's leading art and design university.

Internal Communications Officer



Photo: Richard Haughton

Main Duties and Responsibilities

- Work with the Senior Internal Communications Manager to support the wider internal communications programme
- Research, develop and write compelling and concise stories, scripts and digital narratives to celebrate RCA projects and colleagues and increase understanding of the RCA and its goals among the staff and student body
- Coordinate and write a weekly newsletter for our students and our staff
- Be available to facilitate filming and photo opportunities
- Work with Communications & Marketing colleagues to repurpose narratives for internal audiences
- Manage workflow effectively, delivering on time
- Contribute to identifying and creating content items that align with key institutional priorities
- Supporting with ensuring that there is both a consistent tone of voice and look and feel across all RCA internal communications
- Be available to support the organisation and facilitate internal events as required

Person Specification

Essential Characteristics of the Post Holder

- Experience in supporting a multi-faceted integrated internal communications programme
- Evidence of producing engaging content across a range of mediums e.g. newsletters, email, social media, slide decks and reports.
- Collaborative working style and able to work on an array of complex projects with different senior stakeholders at the same time
- Strong analytical skills, with respect to effective, measurable communications
- A background in education, art or design sector is desirable, as is an understanding of complex organisations and industrial relations

Pay & Benefits

Additional Information:

- Salary (grade 5) working 3 days per week: £19,187- £21,238 per annum inclusive of London Allowance.
- Normal hours will total 21 per week over 3 days, 9.30am to 5.30pm with an hour each day for lunch
- The appointment is permanent
- The successful candidate will be required to work at our Kensington campus, and across the other campuses as required - Battersea/White City
- 25 days annual leave plus extended breaks at Christmas and Easter.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

FTE: 0.6

Job Description: Internal Communications Officer

Responsible to: Senior Internal Communications Manager

Grade: 5

Contract type: 3 days per week;



Photo: Philip Vale

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 16% of your salary while you pay 6%.

Holiday

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 on 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 shared parental pay

Qualifying employees are entitled to enhanced shared parental pay: up to 24 weeks' paid at the full rate of the employee's normal pay (only in the first 26 weeks following the start of maternity/adoption leave), followed by 13 weeks Statutory Shared Parental Pay. This compares to the statutory provision of up to 37 weeks paid at the statutory rate or 90% of average weekly earnings, whichever is lower.

Enhanced sick pay

Occupational sick pay after three 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.

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.