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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.
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.
The role of Royal Visitor to the RCA was taken on by The former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King’s retained Patronage of the RCA marks the first anniversary of Their Majesties’ Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

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 & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College 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.
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.
Philanthropy plays a significant role in the life of the RCA and the Development & Alumni Relations Office (DARO) works with a community of engaged philanthropists to support the College's vision for the future.

Our alumni, alongside donors, companies, trusts and foundations are all integral to ensuring our students and staff have the resources to perform at their best.

The DARO culture is collaborative, ambitious and transparent. We work closely with colleagues across the College as well the Council and value the ability to act as an ambassador for the RCA.
Purpose of Role

The Development Officer (Events) will report to the Head of Development (Events) and will work with other members of the Development & Alumni Relations Team and across the College, with primary responsibility for the successful development, implementation, and delivery of all donor and alumni events.

The Development Officer (Events) is expected to be self-motivated and capable of working on his/her own initiative, with excellent organisational, communication, and negotiating skills, demonstrating excellent event management and overall exemplary customer service, working closely with a wide range of internal and external contacts and build relationships to ensure for the smooth running of successful events.

The current Development & Alumni relations team has 12 members at present. It is important that any prospective employee is comfortable with the scale and ethos of a specialist postgraduate university. There is a strong sense of collegiality that drives the RCA’s success and team members work together to a shared goal and purpose. Pulling together as a team, a willingness to assist a colleague and the desire to jump in and deliver a new project, are the attitudes and mindset we prize at the RCA and which have contributed to our sustained high performance.
Key responsibilities:

- Working with the Head of Development (Events), the person in this role is responsible for developing, planning and delivering the DARO events programme.
- To ensure the effective implementation of the programme with day-to-day operational responsibility for planning and delivering all discovery, cultivation and stewardship events. This includes coordination of event budgets, and negotiating with internal and external vendors to achieve the highest quality service and value for money, and taking primary responsibility for preparing guest lists, table plans and other event details.
- To identify and seize opportunities proactively to persuade donors, distinguished alumni, College Council members and senior academic staff to make a significant contribution to the planned programme by hosting, chairing, or appearing at national and international events considering their travel plans and availability.
- To plan, prioritise, and facilitate the interaction at events of key donors, alumni, College Council members, senior academic staff, and other invited civic or corporate representatives in order to maximise the benefits of the event to the College.
- To effectively communicate long term events calendar planning, particularly with the fundraising team, to ensure all donors are acknowledged and thanked through events, and stewardship reports, and all prospects are accurately captured for discovery and cultivation events.
- To work closely with the Estates and Campus Operations directorate in regards to on-campus activities and functions, in particular the Timetabling Services Manager, and internal Security and Catering functions, and promote and share excellence in event management with colleagues throughout the College.
Key responsibilities:

- To be prepared to meet face to face with the many influential people external to the College involved in our constituencies/‘friend’ groups - including volunteers, College Council members, and prospective and existing donors at all times acting with discretion, integrity and effectiveness.
- To contribute analysis and case studies for reports and communications on the Supporter Relations programme and all related events.
- To work closely with the whole DARO team, and Database Officer to finalise all donor lists and annual reports for College publications and websites.
- To update records entries and run queries on the Raiser’s Edge and ensure the database accurately records all event activity.
- To ensure a good working relationship between the team and academic and professional members of staff, promoting the sharing of information, and encouraging academic and professional staff to actively engage with the development of a culture of philanthropy and customer service throughout their College activities.

To carry out any other duties which are requested by the line manager and are commensurate with the grade of this post.

The work of the Development & Alumni Relations Office covers a wide range of activities and priorities will inevitably change from day to day. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist each other in peak periods. The post holder will need to become conversant with the College as a whole and especially with the key academic staff, Board members and volunteers.
Characteristics of the Post Holder

PART ONE
Knowledge and experience

Essential:
· Experience of delivering events including large scale events, dinners, panel discussions, preview events and large scale events including those involving donors, alumni and stakeholders
· Creative thinker with a passion for event planning and a proven track record of successful event execution, project management and budgeting
· Experience in Events, Fundraising, Marketing, Public Relations or a related discipline or be able to demonstrate equivalent experience
· Experience of manipulating data and of managing data entry and extraction processes on a CRM/fundraising database (such as the Raiser’s Edge) and mailing and Indesign software such as Mailchimp and InDesign.

Desirable:
· Experience in (and an understanding of) higher education - in particular, within the postgraduate/doctoral market.
· Experience of working within a fundraising, alumni relations or marketing/communications environment.

PART TWO
Skills and abilities

Essential:
· Excellent communication skills, both oral and written, including a comprehensive command of the English language.
· Excellent interpersonal skills with the ability to lead, persuade, negotiate and influence.
· Confidence in dealing with people of influence and authority.
· The ability to act with considerable tact and discretion in dealing with highly confidential information and initiative, when handling the day-to-day operations of the office.
· Superlative organisational skills, including the ability to prioritise work as appropriate.
· Project management skills demonstrating an ability to coordinate complex projects working with a number of different interest groups who may have conflicting priorities and needs.
· The ability to adopt a flexible and adaptable attitude to tasks and responsibilities and to work well within a team.
**Role:** Development Officer (Events)
**Department:** Development & Alumni Relations
**Grade:** 7
**Responsible to:** Head of Development (Events)
**FTE:** 1FTE (permanent role)

**Additional Information:**
- Salary (grade 7) working 5 days per week: £42,205- £45,732 per annum inclusive of London Allowance.
- Normal hours will total 35 per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch.
- Hybrid – 3 days in the office
- 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.

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.