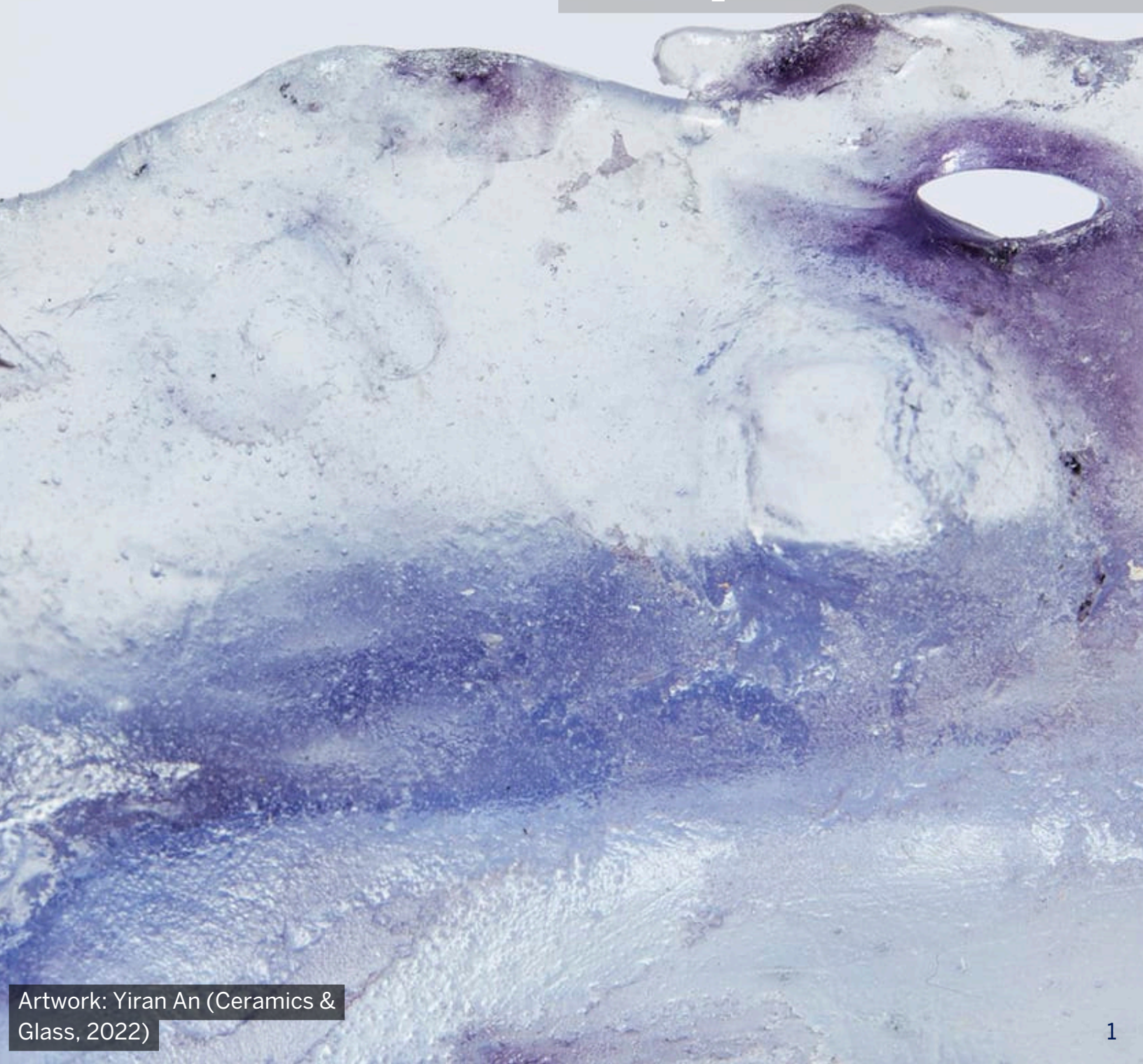


# **RCA** Textiles Circularity Centre Administrative Assistant

September 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 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.

# 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.



# Materials Science Research Centre

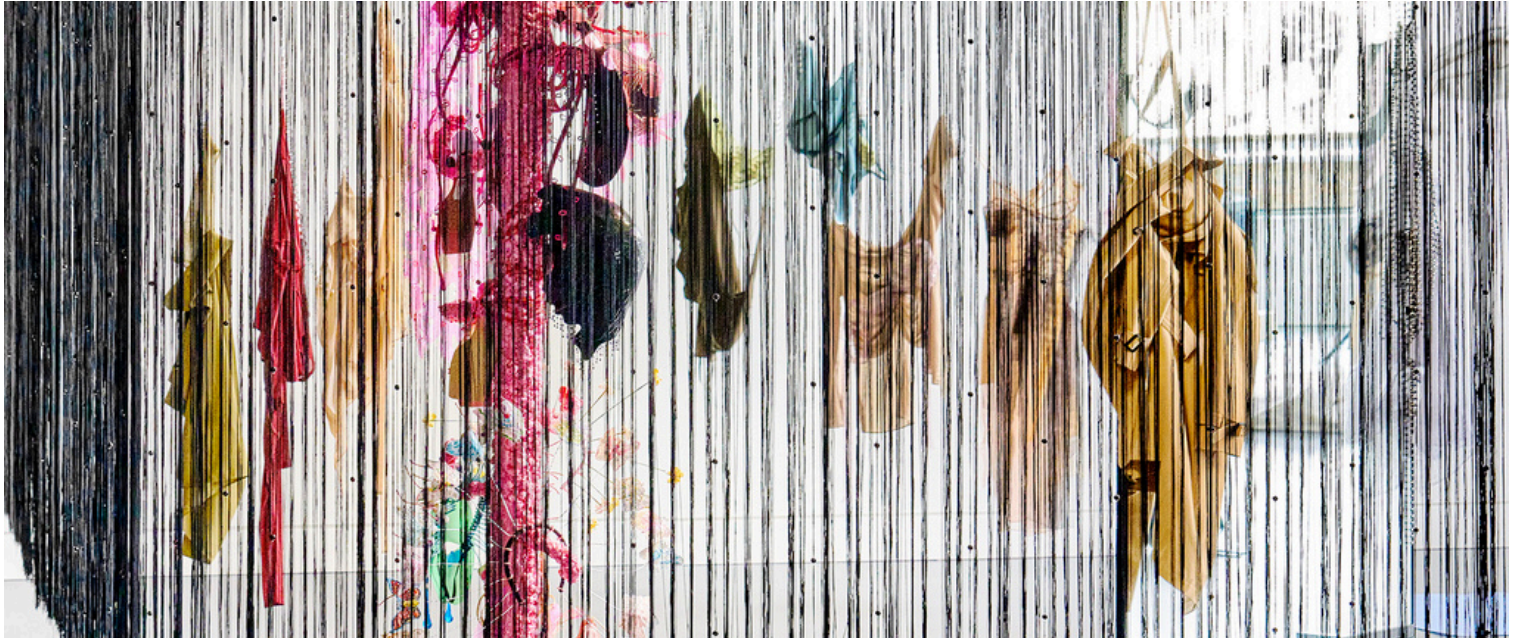


Photo: Richard Haughton

## Materials Science Research Centre

Research in the Materials Science Research Centre (MSRC) focuses on the invention and the experience of materials to address real world challenges, specifically environmental sustainability, and human health and wellbeing. Established in 2017, the Centre is part of the RCA's ambition to increase interdisciplinary research, particularly bringing science subjects together with Art & Design (STEAM) to tackle global challenges. As the MSRC has evolved, it has developed partnerships with a wide range of academic and industry partners in the UK and internationally.

# UKRI Interdisciplinary Textiles Circularity Centre



Photo: Richard Haughton

## UKRI Interdisciplinary Textiles Circularity Centre

The MSRC, in partnership with an interdisciplinary consortium of UK academic institutions, won a large four-year UK Research & Innovation (UKRI) National Interdisciplinary Circular Economy Research (NICER) Programme award to drive its mission of sustainability in textiles. The Textiles Circularity Centre (TCC) (EP/V011766/1) is aiming to realise a future circular textiles economy for the UK SME apparel-fashion industry based on bio waste - that is shaped by people's participation in materials circularity, consumer experience and supply chain - to create a coupling between the bio waste resource flow and wellbeing. Circularising resource flows of textiles will stimulate innovation in the UK textile manufacturing and SME apparel, and creative technology sectors, whilst reducing reliance on imported and environmentally and ethically impactful materials, and diversifying supply chains.



# Textiles Circularity Centre Administrative Assistant



Photo: Richard Haughton

## Purpose of the Post:

This post will support the final stage of our-year interdisciplinary award, the Textiles Circularity Centre involving six academic institutions and a wide array of industry partners. They will support day-to-day running of the Centre, ensuring a high-quality visitor experience and coordinating Centre needs, through the provision of high quality information and support services. This includes setting up meetings and rooms, processing financial and HR data, supporting event logistics, coordinating online content, booking travel, and providing support to the MSRC Director as the Principal Investigator of MSRC.

Whilst the role will be managed by, and report directly to, the TCC Manager, emphasis is placed on teamwork and it is expected that the role will assist colleagues across the Centre according to the demands of fluctuating workloads, projects and research activity.



Photo: Richard Haughton

## Main Duties and Responsibilities:

### General Operations

- Act as the first point of contact for guests and visitors to the TCC, providing a warm welcome and ensuring they are supported during their visit.
- Respond to internal and external queries, providing a high-quality service, via email, phone and face to face, representing the TCC and ensuring that any required action is taken in a timely and accurate manner and to the highest standards.
- Provide high quality administrative support to the TCC including diary management.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up video calls (Zoom) and proactively liaising with ILTS (technical services) where appropriate.
- Room booking for meetings, workshops, and other events.
- Attend, take notes and draft documents for TCC activities, meetings and workshops generally.
- Make travel arrangements, book accommodation, process fees and expense claims where requested, for TCC staff, visiting staff and casual workers.
- Produce letters, database reports, and information as required.
- Provide administrative support as required to support the CE Hub in its delivery of the NICER programme.





Photo: Richard Haughton

#### Finance and record-keeping

- Raise purchase orders and deal with other financial activities using Agresso/Unit4.
- Administer the processes for the engagement and payment of visiting lecturers, casual workers, project staff and other temporary staff and suppliers.
- Process expense claims, credit card statements, invoices and payments in accordance with the College's financial regulations.
- Maintain an efficient filing system of predominantly digital files and aid the Research Centre in moving from paper to digital record-keeping, ensuring alignment with the College's guidance on GDPR compliance.

#### Marketing, communications, and events

- Working closely with the TCC team, provide event administration support including:
  - Meeting and registering event and workshop participants;
  - Booking rooms and catering, using the College systems and processes;
  - Ensuring IT and AV requirements and security arrangements are in place
  - Procuring workshop materials as required;
- Providing on-the-ground support, which might include note-taking, speaker liaison, or other practical duties.
- Support the upload of content to the TCC and RCA websites, Intranet and VLE (Virtual Learning Environment) and social media.
- Update mailing lists and databases of Research Centre projects, contacts and prospects.
- Proofread and format publications as needed, including e-newsletters (Mailchimp and email).



Photo: Richard Haughton

## Other

- Work collaboratively with the TCC and Research Centres Administrative team to ensure all administration is delivered to a high standard.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Monitor visitor access by following procedures for access and egress.
- Conduct all financial matters associated with the role in accordance with the RCA's policies and procedures, as laid down in the financial regulations.
- Develop an awareness of research and university operations and to contribute informed suggestions for improvements to the administrative and communication systems.
- Perform such duties consistent with the role as may from time to time be assigned to the role from anywhere within the institution.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Assume any other administrative tasks and responsibilities as requested by the line manager.



# Person Specification

## Characteristics of the Post Holder

Essential characteristics of the postholder:

- Educated to 'A' level or equivalent.
- Administrative experience of working in a dynamic business and customer focused environment with the ability to deal with a variety of issues with tact and sensitivity.
- High level of accuracy and attention to detail and excellent organisational skills.
- Demonstrable ability to communicate well and with confidence to a diverse range of people both verbally and in writing including external business partners.
- Demonstrable ability to manage and prioritise a heavy workload whilst retaining excellent interpersonal standards.
- Awareness of standards for managing and protecting information, including information security and data protection principles.
- Proficient in the use of productivity suites (email, calendar, documents, spreadsheets, databases) such as Microsoft Office or Google for work and the internet.
- Aptitude to use finance management systems (Agresso/Unit4) and processes.
- The ability to work independently and to use their own initiative, multi-task and work as part of a team.

Desirable characteristics of the postholder:

- Experience of working in Higher Education and / or research environments.
- Understanding of the UK research funding landscape.
- Minute-taking skills.
- Diary management skills, including electronic calendars.
- Experience of college systems and software – Financial (Unit4), HR/Payroll (iTrent), time-tabling software (CELCAT) and student software/database or of using a Customer Relationship Management (CRM) database.
- An interest and enthusiasm for contemporary art, design and culture, in particular work related to the Textiles Circularity Centre.

# Pay & Benefits



Photo: Philip Vale

## Additional Information:

- Location Battersea , London
- Salary Grade 4 - £17,542-£19,131. 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.
- Fixed term contract, 0.6 FTE (3 days per week) until 31 January 2025
- Normal hours will total 21 per week, Monday to Friday, 9.30am to 5.30pm with an hour each day for lunch for full time posts
- The preferred working hours are three days in the office, with some flexibility for remote working (up to 20%).
- 27 days annual leave plus extended breaks at Christmas and Easter (pro rata for fractional posts)
- Contributory final salary pension scheme and interest free season ticket loan are available.

Post: Textiles Circularity Centre Administrative Assistant (UK Research and Innovation Interdisciplinary Circular Economy Centres Programme)

FTE: 0.6FTE (3 days per week)  
until 31 January 2025

Department: Materials Science Research Centre; Research & Innovation

Grade: 4

Responsible to: Textiles Circularity Centre Manager



### 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

27 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 six weeks' paternity leave entitlement at full pay.

### 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.





[Equality, diversity and inclusion - Disability and neurodiversity](#)

## Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people



**10 YEARS**

as the world's N°1  
University for Art & Design

QS World University Rankings by Subject 2015-24

Together, the RCA community can generate change now for a sustainable future everywhere.