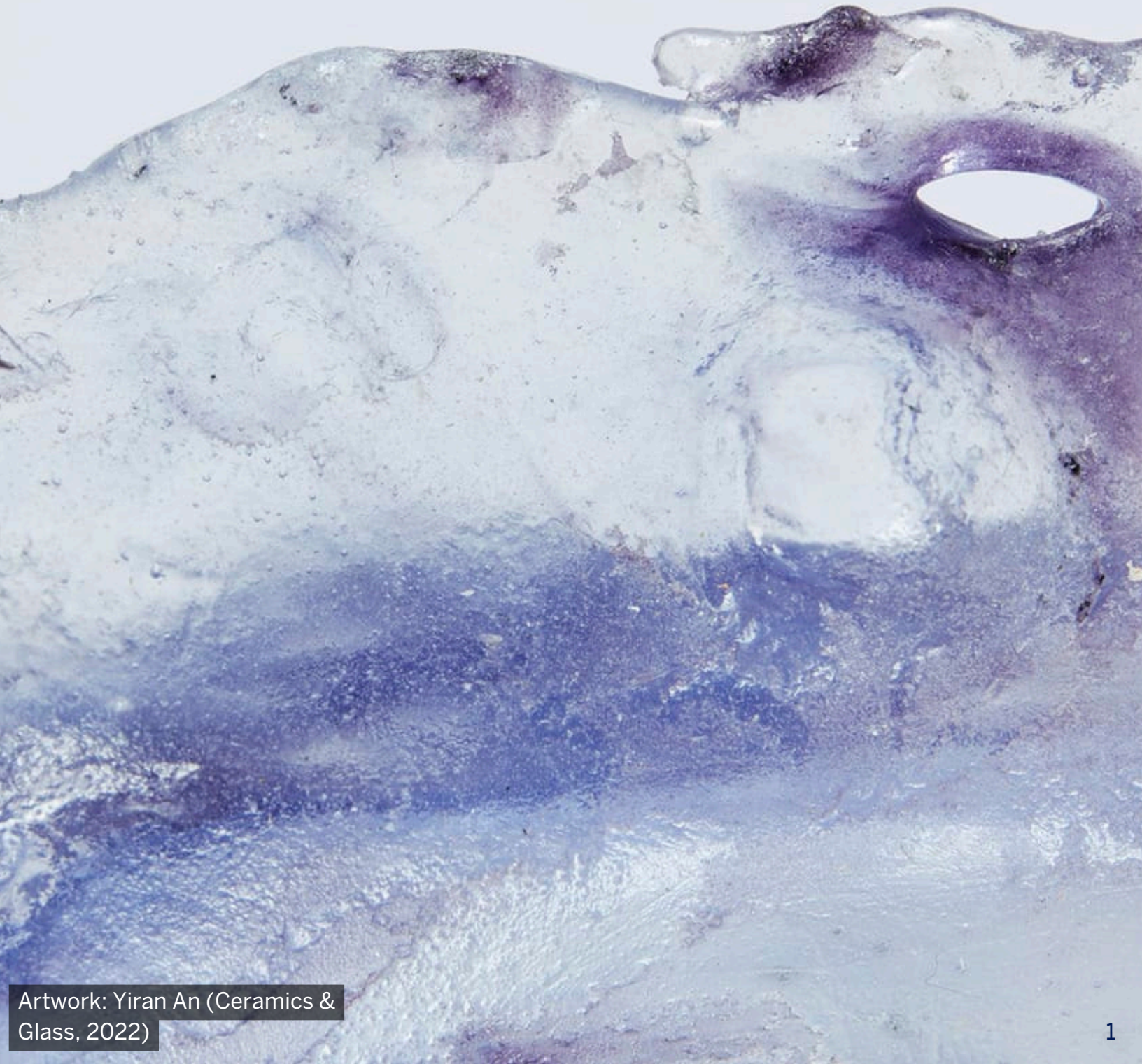


# RCA

# Project Manager - RCA Consultancy & Commercial February 2026



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 oldest art and design university in continuous operation and today hosts the largest postgraduate community of art and design students globally. The RCA has been ranked the world's number one art and design university for eleven consecutive years by the QS World University Rankings by Subject 2025, reflecting the College's unrivalled reputation for excellence and influence.

The RCA is research-led, with REF 2021 recognising the College as the UK's most research-intensive art and design institution. A growing proportion of our outputs are judged 'world-leading' and 'internationally excellent', and our interdisciplinary research environment brings together artists, designers, architects, technologists and scientists to address global challenges and shape future creative practice.

With more than 25,000 alumni across the world, the RCA's graduates form a unique global network of creative leaders. Our students and alumni are internationally recognised for developing award-winning, sector-defining work — from fine art and architecture to robotics, mobility, material science and cutting-edge design innovation. InnovationRCA, our graduate start-up incubator, is one of the most successful in the UK, supporting high numbers of female-led ventures and delivering exceptional long-term commercial success.





Photo: Richard Haughton

More than 2,800 students study across four Schools and multiple research centres, taking programmes at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. Our practice-based model blends academic rigour, creative experimentation and interdisciplinarity, supported by a highly skilled technical workforce and an academic community with deep links to industry, culture, science and the creative sector. The RCA is home to established and developing research hubs including the Helen Hamlyn Centre for Design, the Intelligent Mobility Design Centre, the Computer Science Research Centre, the Textiles Circularity Centre, the Materials Futures Research Group and a forthcoming Centre for Drawing.

The College champions a STEAM vision — integrating science, technology, engineering, art and design — with investment in specialist faculty across fields such as robotics, materials science and computer science. This approach enables our community to tackle urgent global issues including climate resilience, ageing societies, biodiversity loss, the ethics of emerging technologies and the transformative potential of AI.



# Our People



Photo: Richard Haughton

The strength of the RCA lies in its people: our students, academic community, researchers, technical specialists, professional services teams and our global network of alumni and partners.

The RCA's Chancellor is Sir Jony Ive, one of the world's most influential designers. The Pro-Chancellor and Chair of Council is Sir Peter Bazalgette, and the President & Vice-Chancellor — the College's Chief Executive — is Professor Christoph Lindner, who joined the RCA in 2024.

Our academic faculty bring world-leading expertise and industry insight into a practice-led teaching model. A core academic and research workforce of around 196 FTE is supported by more than 215 Associate Lecturers and a broad network of guest lecturers from across global creative industries and cultural sectors. Distinguished practitioners including leaders from architecture, design, fashion, visual communication, materials science and digital innovation contribute directly to the curriculum.

Our 95 specialist technicians hold deep expertise in areas including digital fabrication, prototyping, film and sound, 3D modelling, metalwork, ceramics, textiles, and emerging technologies. Their knowledge underpins an exceptional hands-on learning environment and ensures students have access to world-class technical support.

Our people form a distinctive creative ecosystem: a collaborative, interdisciplinary community working across disciplines, generations and cultures to shape the future of art and design.





### OUR STRATEGIC DIRECTION: TOWARDS THE RCA AT 200 (2026–2030)

The RCA's new Strategic Plan sets out a transformational five-year phase as we begin our journey towards our bicentenary in 2037. Our ambition is to become the world's most influential art and design community, with a global footprint and a renewed approach to research, education, partnerships and organisational culture.

#### By 2030:

- The College will operate across two revitalised central London campuses, including a reimagined Darwin Building at Kensington.
- We will establish research and education hubs outside the UK for the first time.
- We will strengthen our global partnerships, increase access to scholarships and widen participation for students from all backgrounds.
- We will be recognised for leadership in emerging creative technologies, especially AI, and for our contribution to sustainability, regenerative practice and public good.

Our work is underpinned by the RCA's four values — Collaboration, Curiosity, Inclusion and Integrity — and by commitments to long-term resilience, financial sustainability, staff and student wellbeing, and a culture where creativity and innovation thrive.





The College's ambitions will be delivered through three Strategic Pillars:

Strategic Pillar One

Creating and delivering the best art and design education, dialogue and research.

Strategic Pillar Two

Championing a community with outstanding potential who are diverse, inclusive and connected.

Strategic Pillar Three

Convening transformational exchanges of art and design expertise and ideas.



# 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.



# Project Manager - Consultancy & Commercial Services



## Job Purpose

The RCA Consultancy and Commercial Services unit is the Royal College of Art's (RCA) commercial arm, connecting the RCA's world-leading art and design expertise with public and private-sector partners worldwide. The unit is designed to develop and scale up our existing academic, research and innovation consultancy, executive education and other commercial activities and services, and to generate substantial new business in line with the RCA's strategic priorities around impact, interdisciplinarity, and global engagement.

The Consultancy & Commercial Services Project Manager is responsible for the successful development and delivery of a portfolio of consultancy and externally funded projects. Working across the full project lifecycle, the post holder will ensure projects are delivered on time, within budget and to a high standard, while meeting contractual, financial and reporting requirements.

The role requires a high degree of autonomy, strong stakeholder management skills and a rigorous approach to project governance, reporting and financial control. The post holder will contribute to the continuous development of project management practices within RCA Consultancy and Commercial, supporting the delivery of high-quality services to internal and external clients.

## Key Duties and Responsibilities

### Project Delivery and Management

- Manage the end-to-end delivery of a portfolio of consultancy and commercial projects, from initiation through to close-out.
- Develop, maintain and control detailed project plans, schedules, risk registers, issue logs and change control processes.
- Monitor project milestones, dependencies and deliverables, proactively addressing risks and issues
- Contribute to the continuous improvement of project management processes, tools and templates within RCA Consultancy and Commercial unit.

### Financial and Contract Management

- Maintain robust financial control across projects, including budgeting, forecasting, invoice tracking and financial reporting.
- Ensure compliance with contractual obligations, internal financial regulations and funder or client requirements.
- Support the preparation of costings, pricing models, tenders and contractual documentation.

### Reporting and Data Management

- Implement and maintain appropriate document control systems, standards, and workflows, including version & access control, security, release, and review.
- Produce accurate and timely internal and external reports, briefing papers and performance updates.
- Undertake data management and auditing to ensure the integrity and accuracy of project information.







### Stakeholder Management and Communication

- Build and maintain effective working relationships with RCA academic colleagues, professional services teams, project partners and clients in the UK and internationally.
- Act as a key point of contact for project stakeholders, providing clear and professional communication throughout the project lifecycle.
- Support external communications related to projects, working closely with colleagues across the RCA.

### Governance, Compliance and Professional Practice

- Maintain absolute confidentiality regarding sensitive commercial, financial, and personal information.
- Ensure compliance with RCA policies, including Financial Regulations, Equality, Diversity and Inclusion, Health & Safety, and UK GDPR.
- Participate in team meetings, training and other activities that support professional development and organisational effectiveness.

The post holder will also be expected to undertake other duties commensurate with the scope and level of the role, as required by the line manager.

# Person Specification

## Knowledge and Experience

- Substantial experience in a project delivery role, with a strong track record of successful project outcomes, ideally within the Higher Education or creative industries sector.
- Extensive experience of engaging with multi-disciplinary teams and external partners, ideally within a consultancy or client-facing environment.
- Experience in managing projects in complex organisations with multiple stakeholders.
- Proven experience of risk management, mitigation and issue resolution.
- Experience of budget management, forecasting and financial reporting.
- Experience with implementing and managing document control systems, standards, and workflows, including version & access control, security, release, and review.
- Experience of producing high-quality reports, briefing papers and formal documentation for senior stakeholders and clients.
- Commitment to the RCA's values of integrity, inclusion, collaboration and curiosity, and to the College's equity, inclusion and diversity principles.



Photo: Iwan Baan



# Person Specification

## Skills and Abilities

- Excellent interpersonal and communication skills, both written and verbal, with the ability to communicate complex information clearly.
- Strong numerical and analytical skills, with high levels of accuracy and attention to detail.
- Ability to plan, prioritise and manage competing workloads, working independently and collaboratively to meet deadlines.

## Personal Attributes

- Highly organised, proactive and self-motivated, with the ability to work with minimal supervision.
- Professional, discreet and trustworthy, with a demonstrable commitment to confidentiality.
- Flexible and adaptable, with a solution-focused approach to problem-solving.
- Willingness to undertake occasional business travel within the UK and internationally, and to adopt a flexible approach to working hours when required.

## Qualifications

- Educated to degree level or equivalent professional experience.
- Professional qualification in project management (e.g. PRINCE2 or equivalent).



# Pay & Benefits

## Additional Information:

- Full time salary: Grade 8 £49,533 - £53,609 per annum including London Allowance
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. Pro rata for part time employees
- A contributory defined benefit pension scheme and interest-free season ticket loan are available alongside many other benefits
- Location: Kensington/Battersea, London, UK/hybrid
- Department: RCA Consultancy and Commercial
- 1fte - 35 hours per week and permanent
- Responsible to: Director of Consultancy & Commercial Services





### 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

30 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 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







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

QS World University Rankings  
by Subject 2015-25

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