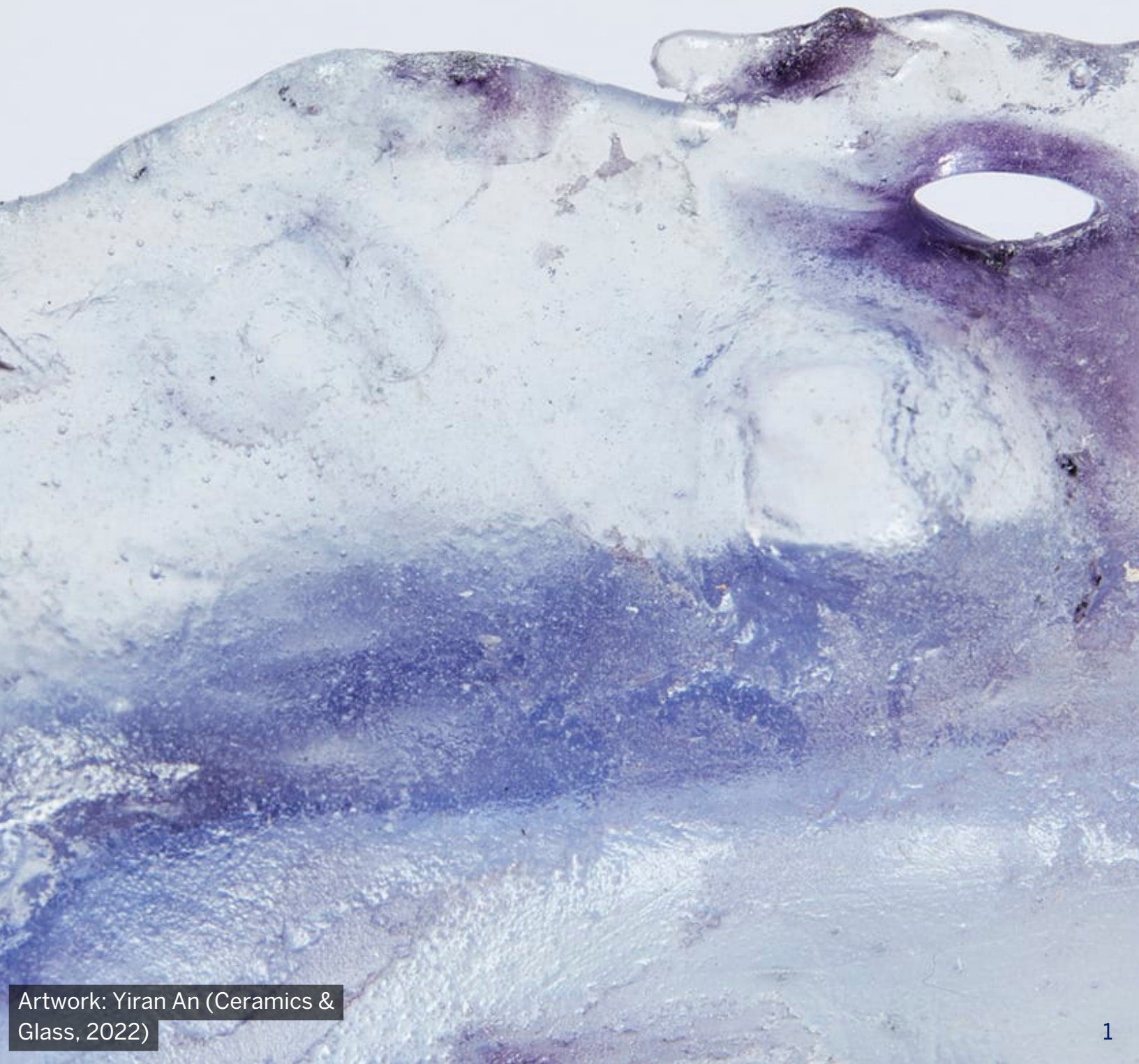


RCA

Executive Education Coordinator August 2026



Artwork: Yiran An (Ceramics &
Glass, 2022)

CONTENTS



Photo: Richard Haughton

3	<u>About RCA</u>
4	<u>Our Strategy</u>
5	<u>Our People</u>
8	<u>Our Values</u>
9	<u>About the Role</u>
14	<u>Person Specification</u>
16	<u>Pay and Benefits</u>

WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest postgraduate-only community of art and design students. It has been ranked number one in the world 12 consecutive years (QS World University Rankings by Subject 2015-2026).

Studying at the RCA is the starting point for UK and global creative leaders. With more than 30,000 RCA alumni all over the world, the College's graduates form a diverse international network of artists, designers, creators and innovators.

Around 2,500 students are spread across three schools – Architecture, Arts & Humanities, Communication and Design - and in the RCA's Research Centres. The College creates an environment that champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics; and equipping graduates for new futures and opportunities

Research is at the heart of the RCA's impact. In active discussion with the world, the College brings interdisciplinary researchers and partners together in vital areas such as climate and sustainability, technology and society, and leads the field in practice-based research. As a result, the RCA is ranked as one of the most research-intensive specialist art and design universities in the UK [under the Research Excellence Framework 2014 and 2021].



Photo: Richard Haughton

The RCA champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics. We experiment, question and discover, putting research and practice at our heart, to equip students for new futures and opportunities and build on current knowledge.

Current 'real world' practices of our disciplines are fully integrated into our teaching delivery and student learning. The RCA model also consciously uses both the high research active levels of faculty, and the absence of undergraduate provision, to provide concentration and focus, in order to use research to creatively 'disrupt' the learning experience.

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 of our time. 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.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the College's model of teaching. All faculty are actively engaged in their relevant industries and professional practice beyond academia, and the RCA is the only specialist art and design university where all of our permanent academic staff are also research active and included in the RCA's submissions to the UK Research Excellence Framework.

The RCA has a total academic and research workforce of over 400 people, which includes Associate Lecturers, Visiting Professors and Guest Lecturers who bring 'live industry' experience into the taught curriculum

The RCA also employs a team of over 100 highly skilled technicians, many of whom themselves have postgraduate qualifications and are well established and recognised practitioners in their fields of specialism. Our skilled technical staff and technical resources are integral to delivering an interdisciplinary approach which is a key part of the student experience.



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:



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.



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.



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.



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.

The post-holder will be located within the Executive Education and Short Courses team which is part of the Research, Knowledge Exchange & Innovation Department. The business facing and commercially driven Executive Education team works with every School and Research Centre across the RCA to deliver a programme of 30-40 online, in-person and hybrid executive programmes, short courses and events to meet their annual income targets each year.

Executive Education at the RCA is built on the belief that human-centred, creative skills are core competencies for tomorrow's workforce. Over the past decade, RCA Executive Education have delivered over 200 customised executive level professional programmes for leadership teams, institutions, education providers and global partners, many returning year on year. We offer custom and open courses and each year 1500+ participants join us from over 60 nationalities. They can range from a half-day workshop, to a 5-day course, to a 6-month modular programme. Each year we deliver approximately 30-40 open and custom education programmes, plus 5-10 free talks.

- For individuals: we offer a portfolio of open executive masterclasses, short courses and summer schools that reflect the College's unique studio-based learning philosophy, delivered online, on-campus or hybrid. The portfolio of short courses and summer schools that attract a global mix of participants from over 60 countries and include: architecture, communication design, contemporary art, curating, interior design and human-centred design.
- For organisations: we offer senior-level custom executive education programmes for business, government, the public sector and universities globally; providing senior-level professionals with critical business skills, through our portfolio of innovation masterclasses and workshops.

In addition, Executive Education delivers a series of free online IN SESSION talks throughout the year on topics related to new courses to build engagement with our audiences.

The Executive Education Coordinator will work closely with the Head of Executive Education, Senior Executive Education Manager, Executive Education Coordinator and Executive Education Events and Communications Administrator.



Executive Education Coordinator



Purpose of the post:

The Executive Education Coordinator will take responsibility for the planning and delivery of RCA's Executive education open and custom programmes, including open short courses, masterclasses and custom programmes. They will support the Executive Education department in expanding the number and range of Executive Education programmes on offer, ensuring the highest quality is maintained and income targets are met.

This business-facing customer and client facing role focuses on three key objectives;

- Embedding Executive Education within the College's portfolio of revenue-generating activities, widening the pool of tutors
- Expanding, designing and successfully managing the open and custom Executive Education portfolio offering excellent customer service
- Maintaining and growing increasing annual revenue in line with the RKE targets

Main Duties and Responsibilities

Planning and Project Management

- Take responsibility for the planning, organisation and management of RCA's annual Executive Education open short courses schedule, including online and in person courses and masterclasses, as directed by and in collaboration with the Executive Education team, developing good relationships with internal administrative and academic staff as well as Professional Service teams
- Liaise with Schools and Centres to develop proposals for open short courses and develop a wider pool of tutors with relevant expertise and knowledge
- Project management of the delivery of custom Executive Education courses, supporting the Senior Executive Education Manager
- Oversee events from start to finish, managing all event logistics including taking responsibility for invoicing, client bookings, room bookings, equipment hire and catering, with support from Research and Innovation administrative staff and student/graduate ambassadors
- Collaborate with and delegate course planning and delivery tasks to Schools and Centres administrative staff and student/graduate ambassadors
- Deliver high quality, professional, safe events that comply with RCA policies and procedures and enhance its reputation.



Main Duties and Responsibilities

Communication

- Develop event proposals for new open and custom short courses with Schools and Centres as directed by the Head of Executive Education
- Write clear event plans and staff briefings and communicate them effectively to stakeholders, including the Executive Education team's annual marketing activity plan.
- Develop content for RCA website and any microsites, including liaising with external networks, paid advertising, liaising with Marketing and Communications, and updating sites as necessary
- Oversee the online enquiries and bookings from customers and clients for open short courses and respond in a timely manner
- Write engaging copy for event marketing and invitations, including the Executive education team's online newsletter
- Plan and manage the delivery of IN SESSION online talks in line with the annual Executive Education open short courses schedule



Main Duties and Responsibilities

Business Development

- Work with the Head of Executive Education to increase income in line with School and Centre targets
- Build key relationships with School, Research Centre and Professional Service colleagues, external organisations and individuals including other academic institutions, government and regional agencies, business and cultural organisations, consultants and suppliers.
- Proactively identify and pursue opportunities for engagement with Executive Education through research and direct marketing activities.
- Represent RCA externally, maintaining strong links with key organisations and businesses and by identifying future partnerships and opportunities
- Assist the Head of Executive Education and Senior Executive Education Manager in negotiating and drafting standard agreements for Executive Education projects

Finance and Resource Management

- Take responsibility for ensuring the programmes run to budget, working closely with the Head of Executive Education and the Senior Executive Education Manager.
- Be responsible for the day-to-day financial management of projects including budget setting, appropriate costings and ensuring accurate financial reporting and reconciliation
- Produce, in collaboration with the Finance Department, management reporting accounts and end of project reports for the college's management committees as requested
- Prepare and present financial reports and other materials for the college's management committees as requested
- Be responsible and manage financial processes such as invoicing clients, raising POs for external collaborators and suppliers

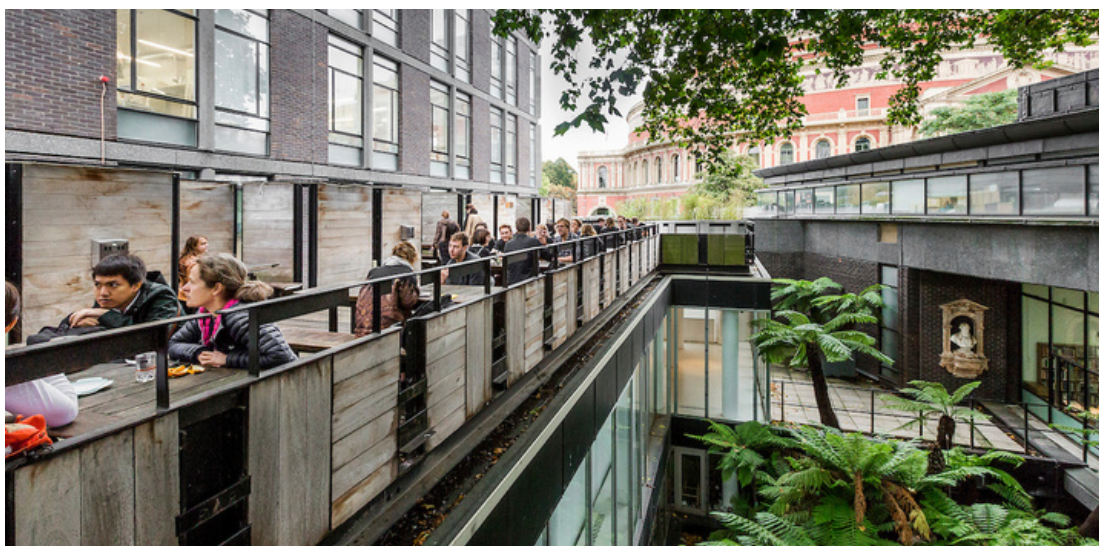
Evaluation

- Lead on the monitoring and evaluation of all open short course activities
- Use delegate feedback to improve RCA experience
- Continuously assess and improve events and student experience initiatives through surveys and participant feedback



Essential:

- An honours degree (or equivalent) in a relevant subject with evidence of strong intellectual and analytical skills
- Excellent administrative, organisational and financial skills
- Proven experience of planning and project managing multiple externally focused events, both in person and online
- Demonstrable experience of financial management
- Excellent customer facing skills and demonstrable sales experience
- Ability to communicate confidently face-to-face with a broad range of internal and external stakeholders, including international clients, senior executives, academics, internal administrative staff and students/graduate ambassadors
- Demonstrate ability to negotiate effectively
- Ability to effectively communicate information to a range of audiences, from financial reports to marketing collateral.
- Understanding of evaluation procedures, including gathering and responding to feedback.
- Fully understand the diverse needs of the various different programme audiences.
- Self-motivated with the confidence to work independently
- Ability to prioritise a varied workload
- Proactive problem solver
- Flexibility and adaptability in attitude and approach to work, with a willingness to be involved and work collaboratively as part of a team
- Ability to delegate effectively to administrators and external student/graduate ambassadors on a project-by-project basis
- High level of digital literacy and IT skills including digital delivery and collaboration tools (eg. Zoom, MIRO), digital communication tools (eg. Slack), digital project management software (Asana), VLE (eg. Moodle), productivity suites (eg. Google for work, Microsoft Office), web/internet use, CRM systems and financial management systems.



Person Specification

Desirable:

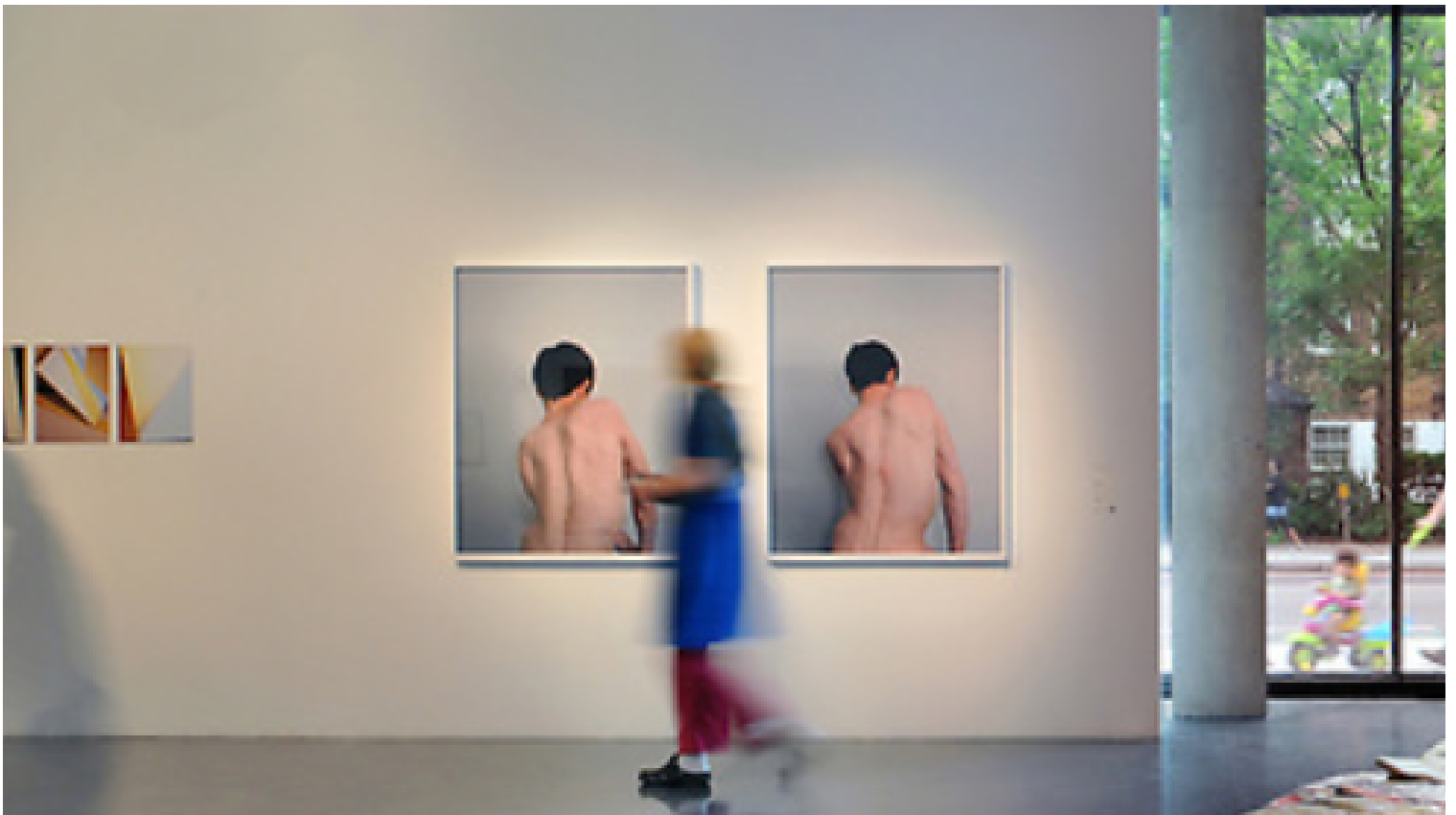
- Experience of working in Higher Education
- Practical experience of email marketing and social media management
- Understanding of the current challenges faced by HE institutions, particularly within short course and Executive Education markets.
- An interest and enthusiasm for contemporary art, design and culture
- Working knowledge of the relationships between research, knowledge exchange, innovation and development in a University context.
- Strong understanding of event Health and Safety guidelines and policy



Pay & Benefits

Additional Information:

- Location: Based at the Battersea campus.
- Hybrid working possible with a minimum of 3 days per week in the office.
- Working hours (35 hours per week) 9.30am to 5.30pm with an hour each day for lunch.
- Flexibility is needed when events are being run to meet business needs and could include presence on site more days and working outside of usual hours, with prior notice.
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College.
- Interest-free season ticket loans are available alongside many other benefits.
- Department: Research, Knowledge Exchange & Innovation
- 1.0 FTE, permanent role
- Responsible to: Head of Executive Education
- Full time salary: Grade 7 £44,693 - £48,269 per annum including London Allowance.



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





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

QS World University Rankings by Subject 2015–26

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