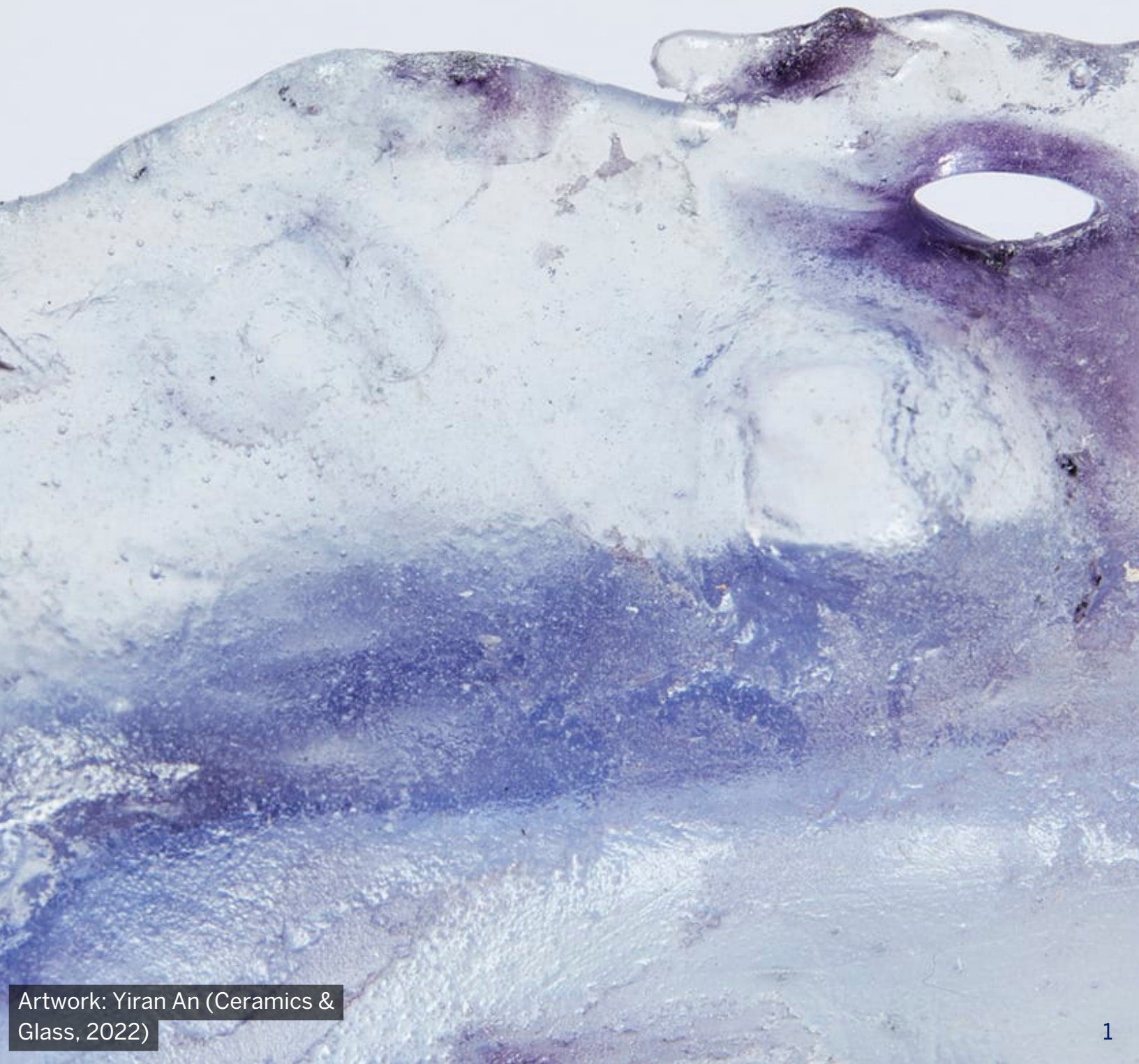


RCA

Project Coordinator September 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 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 & 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. 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.

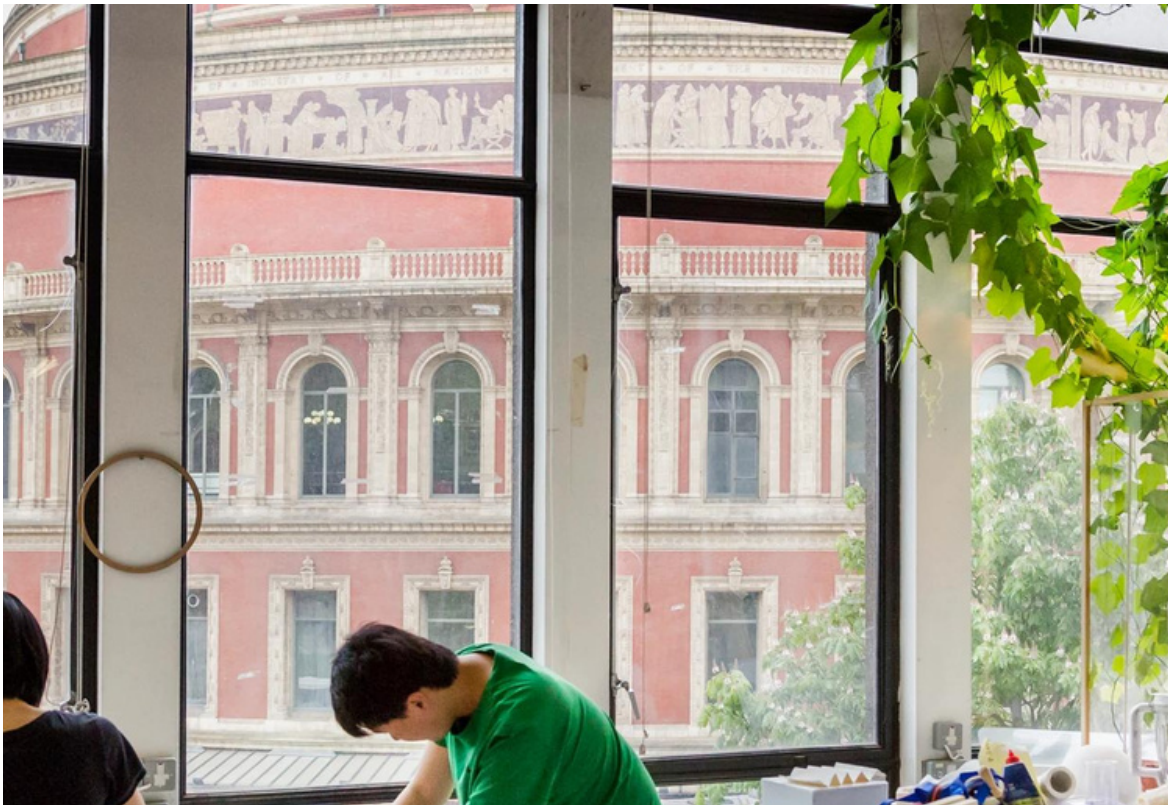


We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



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.

Project Coordinator - Consultancy & Commercial



Purpose of the post

The Project Coordinator serves as a critical strategic bridge between the Royal College of Art and Riyadh University of Arts, facilitating the development of world-class academic programmes across architecture, design, urban design, and visual arts. As part of this major international partnership, the post holder plays a central role in translating the College's research excellence and creative practice into a distinct educational provision that aligns with Saudi Arabia's ambitious cultural transformation.

This role requires a sophisticated understanding of both UK and MENA academic contexts to inform curriculum design, research strategies, and challenge-based learning frameworks. The post holder will move confidently between high-level strategic thinking and structured project delivery, ensuring that intellectual and creative ambitions are effectively operationalized through stakeholder engagement and applied research.

The post holder will work closely with senior academics, professional teams, and external partners across the UK and the MENA region, operating both independently and collaboratively. The position offers an opportunity to contribute to a high-profile international education project that will shape new academic programmes, research strategies, and long-term institutional partnerships within Saudi Arabia's evolving higher education landscape.

Main Duties and Responsibilities

Strategic & Academic Support

- Collaborate with the Project Director and Academic Leads to develop key strategic documentation, including pedagogical strategies, research & innovation frameworks, and public engagement strategies.
- Support the creation, maintenance and quality assurance of all project documentation, ensuring clarity, consistency and alignment with strategic objectives.
- Assist the Project Director and Project Manager to prepare project reports and presentations
- Support the co-writing and technical editing of curricular documentation across architecture, design, and visual arts to ensure alignment with international standards and local contexts.
- Undertake applied research to identify relevant academic, industry, and governmental partners within the Saudi and MENA context.
- Conduct and synthesise research to support project development and decision-making
- Support research activities, e.g. the facilitation of workshops, interviews, user research, and community engagement.
- Ensure appropriate College procedures and protocols are in place and followed. Conduct all financial matters associated with the role in accordance with the RCA's policies and procedures, as laid down in the financial regulations
- Maintain confidentiality of all data during and after the project end date and adhere to data protection regulations throughout the research process; respect the confidentiality of data in accordance with the Data Protection Act and RCA policies.
- Ensure that all research activities comply with health and safety regulations and guidelines.



Main Duties and Responsibilities

Project Coordination & Logistics

- Support the Project Manager in managing the project; develop detailed activity plans and project schedules; track deliverables and milestones according to the activation plan and contract requirements.
- Working alongside the Project Manager, use project management tools, processes and procedures, to ensure that project decisions made are well-informed and justified, and that activities are appropriately prioritised and aligned with project goals.
- Provide proactive and efficient project support and coordination to the Project Director and Academic Leads
- Report on project progress, status and issues on a regular basis, resolving emerging issues or gaps where possible and escalating when necessary.
- Oversee the coordination of complex logistics for international travel, and accommodation, in Riyadh and London.
- Organise, coordinate and facilitate meetings and high profile events for the project, including project and team meetings, in both Riyadh and London. This may include venue and catering arrangements, stakeholder liaison, preparation and distribution of papers, and reproduction of materials.
- Manage technical content and post-launch delivery support events, including training sessions and workshops.
- Work jointly with academic leads and the Project Director to shape stakeholder strategy, ensuring alignment across all external engagement activities.



Main Duties and Responsibilities



Stakeholder Engagement

- Lead the coordination of stakeholder meetings, including agenda setting, minute-taking, and the tracking of high-level actions across multiple international partners.
- Synthesize and transcribe complex interview materials and workshop outcomes to inform strategic decision-making.
- Communicate effectively with and develop strong professional relationships with relevant staff across the College, project partners and international stakeholders
- Coordinate non-institutional stakeholders—including public bodies, governmental organisations and sector partners—to secure support for project research and ensure its effective embedding within the Saudi context

Core Competencies:

Essential Skills:

- Strategic MENA Expertise: Proven experience delivering high-impact cultural or academic projects within the MENA region, with a sophisticated understanding of its architecture and design sectors.
- Cross-Disciplinary Coordination: Demonstrated ability to manage complex, multi-stakeholder partnerships across international borders, ensuring alignment between diverse academic and professional interests.
- Academic Diplomacy & Communication: Exceptional research and writing skills, with the ability to communicate effectively with senior leadership, government officials, and academic specialists.
- Project Leadership: Experience in the synthesis of complex data and the development of high-level strategic and curricular documentation.

Desirable Skills:

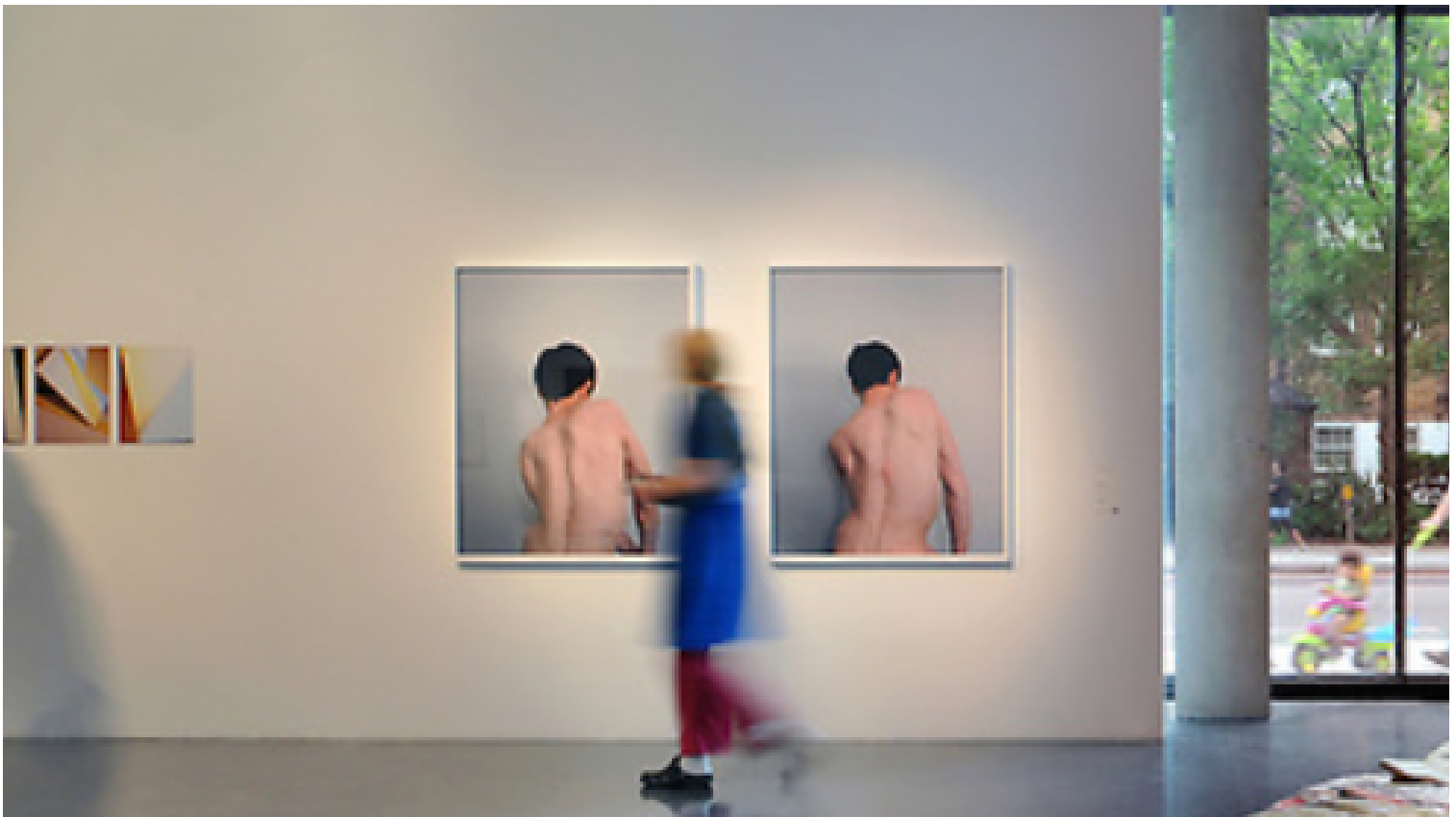
- Proficiency in Arabic
- Artistic or curatorial or editorial experience in MENA



Pay & Benefits

Additional Information:

- Full time salary - Grade 7: £44,840 - £48,416 annum including London Allowance: Salary will be pro rata working 1 days per week in years 4 and 5.
- Normal hours will total 35 hours per week for the first 3 years - reducing to 7 hours per week in the 4th and 5th years, 9.30am to 5.30pm with an hour each day for lunch
- 30 days annual leave plus extended breaks at Christmas and Easter. Pro rata for part time employees
- A contributory defined benefit pension scheme and interest free season ticket loan are available, alongside many other benefits
- Reporting to RUA Project Director
- Department: Consultancy & Commercial Services
- The successful candidate will be required to work at our Battersea , Kensington & White City Campuses as necessary and reasonably requested.



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