

Royal College of Art



Students' Union



Communities Officer Candidate pack

Closing date: 16/11/2025* This may close early
if enough applications are received.



Welcome to the RCASU

Dear Candidate,

We are so pleased you are interested in joining Royal College of Art Students' Union (RCASU) as our new Support and Engagement Officer.

RCASU is a great place to work. We pride ourselves on having a positive environment where our people are laser-focused on the impact that we have on students, and are driven by our purpose and values.

The Royal College of Art (RCA) is unique in that we only have Postgraduate students, most of whom are here to do a 1 year course, and around 60% of our students are international, so this means we have to engage with our students in a different way to more traditional Higher Education institutions.

This is a truly exciting opportunity to contribute to the next steps of RCASU.

If you're interested in working with a fun, vibrant, dynamic charity, we'd love to hear from you.



Who are we?

About the charity

RCASU exists to improve the overall experience for current and future students at the Royal College of Art. We are a registered charity (a CIO), independent of the Royal College of Art, and we're looking for new Trading Services Manager to lead the operation of RCASU's ArtBar and other Union spaces.

RCASU is the voice of students, working with the College Head of Student Experience as well as the College to make changes in the interests of students. This work includes creating welcoming, engaging spaces for our students to enjoy.



Our vision

We will engage our members in creating an exceptional student experience at the Royal College of Art and help students to achieve their potential.

Our mission

To foster an inclusive, community-led culture that actively listens to and responds to the views of students, and which inspires the creation of opportunities to enrich their college experience.

Our values

- Independence
- Transparency
- Equality
- Inclusivity
- Sustainability



Where we are

The RCA is spread across three campuses:

- Kensington (besides Hyde Park). This is where we are based
- Battersea (besides Battersea Park)
- White City (a short walk from Westfield Shepherd's Bush)



Design: Andrew Sriviov, 2024

The role

Job Title: Communities Officer

Reports to: Director

Responsible for: Societies, communities, EDI/EDI reps

Salary: £38,214 FTE (£30,572 pro rata)

Hours of work: Part-time (4 days per week), some weekend and out of hours working will be required from time to time.

Contract type: Permanent

Intro to the Role: The Communities Officer role primarily manages two main areas for RCASU: societies and Equality, Diversity and Inclusions. This means that the Community officer is responsible for smooth running of societies throughout the year; their recruitment, onboarding and support and is also responsible for the progression and development of EDI related projects and events for RCASU.

Societies are a crucial part of the SU's work to create opportunities for its members to build connections outside of the classroom with students from other programmes. They also help provide students with diverse interests a range of activities and events throughout the year, which are lead by other students and supported and funded by the SU.

Unlike at most students' unions most of our students are only at the RCA for one year, meaning our societies often restart and change year to year. This creates challenges and opportunities and a key part of the role is helping students set up societies throughout the year as they find other students who share their interests.

Most years there are 30-40 societies with varying levels of activity. Your role will include managing society memberships, helping societies' book rooms, organise reimbursements and helping organise society socials and awards.

EDI Reps, Termly Forums and EDI committee are similarly crucial to the RCA SUs aims and objectives. As communities officer you will be responsible for organising termly rep forums, recruiting EDI reps and attending the colleges EDI committee.

Alongside this you'll lead on organising and curating programmes of events for liberations periods including but not limited to: Black History month, Disability History Month, University Mental Health Day, Mental Health Awareness week, LGBTQ History month/Pride.

Key Responsibilities:

Main Duties and Responsibilities:

1. Societies

- Manage and support the growth of student societies and volunteering opportunities with RCASU
- Develop and build-on an existing annual package of training that benefits societies and other student groups
- Actively promote achievements, developments, general activity or progress against aims of student groups / societies
- Co-lead Societies Awards and other flagship events alongside Events & Engagement Officer

2. Communities

- Facilitate events of exceptional cultural inclusivity reflecting awareness of the diversity within the student body
- Grow and support student communities/groups (other than societies)
- Facilitate cross-campus community events (with extra focus to White City and Battersea)
- Work with Events & Engagement Officer to fulfil Comms/Social Media policy, ensuring posts are consistent with brand and information is relevant
- Organise and manage Liberation Networks, ensuring that protected groups are represented and have a community where they feel safe

3. EDI

- Create campaigns (engaging with Sabbatical Officers) that engage with students from less privileged backgrounds and raise awareness of the diversity of RCA's student body
- Work with the EDI Student Working Group, helping to ensure goals are implemented and targets achieved
- Build and maintain EDI Rep system. Training, support, drop in sessions etc.
- Sit on the EDI Committee.
- Sit as a member of RCA's Race Equality Charter Student Working Group
- Liaise with the RCA EDI team on the RCA' anti-racism project plan.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Students' Union. The post holder will be expected to undertake other duties as appropriate and as requested from time to time by management.

As the needs of the College change so the above job profile, duties and location of the role within the SU will be adjusted accordingly.

- Work well as part of a wider team and to continue to build on the thriving office atmosphere.
- Promote the purpose and behaviours of RCASU through interactions with internal and external stakeholders, ensuring productive working relationships.

- Adhere to RCASU's Equality and Diversity Policy and demonstrate commitment to its progression.
- Comply at all times with RCASU's policies and organisational values.
- Attend meetings and training events as required.
- Have a flexible approach to duties and work, in particular, adopt a teamwork style across the activities of RCASU.
- Undertake any other duties and responsibilities of the post that may from time to time be reasonably requested after appropriate consultation and joint agreement.



Person specification

		Essential	Desirable	Assessment method: application/ interview/ test
Knowledge and Experience	Experience of organising or supporting member-led communities, clubs or groups	x		A
	Planning and delivering small to medium events, activities and projects	x		A
	Experience working in an role where a significant portion of the work was focussed on EDI and strong knowledge of the experiences of and barriers faced by various marginalised groups.	x		A
	Facilitating training, workshops or similar activities.		x	A
	Experience working in higher education, students unions, membership organisations or comparable organisations.		x	A, I
Skills and abilities	The ability to build strong relationships and organise inclusive and welcoming spaces including at events and in meetings.	x		A, I

	The ability to manage multiple strands of work and balance competing priorities	x		A
	The ability to produce clear, accessible and informative communication for a diverse audience with varying needs, and across various mediums.	x		A, I
	Strong organisation and administration skills and a accurate record keeping.	x		I
	An basic understanding of equality law and relevant legislation including the qualities act.	x		
	An understanding of EDI in higher education, and recent changes to free speech and harassment and misconduct rules for universities.		x	A
	The ability to help students and student officers to create impactful campaigns relating to student representation and access.		x	I
Values and Attributes	A commitment to creating and fostering an inclusive environment	x		I
	A commitment to transparency and honesty throughout work	x		I
	A commitment to excellent customer service	x		I

Join us in creating a welcoming and engaging environment where students can thrive. Apply today and help shape the future of student experience at the RCA!

For more information or if you have any queries please contact us at students.union@rca.ac.uk.

You can apply for this role by emailing the same email address with your CV and a short covering letter explaining how you meet the criteria laid out in the person specification.

We look forward to your application!

