

# LEARNING & PARTICIPATION ADMINISTRATOR

RCM Sparks

Grade 5, Full time, Permanent contact

Job reference number: 707-25



## Applicant Information Pack

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### Closing date

9am Monday 13 October 2025

### Interview date

Thursday 23 October 2025

Late or incomplete applications will not  
be submitted to the Shortlisting Panel

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## Job Description

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Job title	Learning & Participation Administrator
Department	RCM Sparks
Grade	5
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Head of Learning & Participation
Responsible for	n/a
Liaises with	<b>Internal</b> RCM Music Education team; Finance; Museum; Performance and Programming; Registry; Junior Department, Student Services.  <b>External</b> Tri-Borough Music Hub; London West Music Hub; Schools; Community settings; Arts partners
Job overview	<p>RCM Sparks is the Royal College of Music's ground-breaking Learning and Participation programme. The programme provides opportunities for everyone to make or learn about music at the RCM and offers training for the next generation of music educators.</p> <p>Working closely with and providing support to the Head of Learning &amp; Participation, and the Learning &amp; Participation Co-ordinators (Community and Pipeline and Transition) as well taking the lead on discreet project areas, this key post is a lynchpin in the successful delivery of the RCM Sparks programme.</p>

## Overall Job Purpose

To support the administration of the varied RCM Sparks programme with external partners and within the curriculum – including work with schools, families and partner organisations.

## Main Duties & Responsibilities

These include

- To take a proactive role in supporting the day-to-day administrative management of activities relating to the RCM Sparks programmes – Community, Schools, Partnerships and Pipeline, liaising with RCM students, schools, external partners and members of the public.
- Be the main contact for leading and administering the RCM student pathway through Sparks – co-ordinating and leading regular student reflection sessions, observations and evaluative procedures and organising termly training opportunities
- To take a proactive role in organising all student placements linked to undergraduate and post-graduate Music Education curriculum programmes and support the weekly Level 5 sessions.
- Lead on all accounting and financial administration (payroll/right to work checks/payments to visa students), calendar/diary management, taking minutes of meetings and playing a key role in the coordination and communication of all parties involved.
- To take responsibility for the administration and coordination of a selection of RCM Sparks projects – liaising with schools, partners, professional workshop leaders, the public and RCM students as directed by the Head of Learning and Participation, Learning and Participation Coordinator – Community and Learning and Participation Coordinator – Pipeline and Transition.

- To represent the RCM Sparks team, as requested, at projects, meetings and external events.
- Provide co-ordinating and leadership support at Sparks events/performances/workshops, working occasional evenings and weekends as required.
- To co-ordinate the partnerships with IntoUniversity, Turtle Key Arts and ad hoc at cost work with external groups.
- To undertake other tasks as requested for RCM Junior Programmes as directed by the Head of Learning and Participation.

## Special Factors

Due to nature of the RCM Sparks activities work at weekends and evenings will be required. This will be agreed in advance with the post-holder and time off in lieu offered.

A valid First Aid certificate and a DBS check at the enhanced level will be required and can be provided through the RCM.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Educated to a GCSE/A-level or equivalent, preferably in music	Essential	AF
	A degree in music or equivalent	Desirable	AF
	First Aid qualification	Desirable	AF
<b>Experience, Skills &amp; Knowledge</b>	Successful project administration experience	Essential	AF, INT
	Experience/knowledge of organising and/or providing outreach work in educational and/or community settings	Essential	AF, INT
	Knowledge and understanding of Safeguarding best practice	Desirable	AF, INT
	A high-level of IT skills including Microsoft Office, database management.	Essential	AF, INT
	Excellent communication and interpersonal skills, both written and oral	Essential	AF, INT
	Administratively self-sufficient and accustomed to exercising initiative	Essential	AF, INT
	Ability to prioritise a busy workload	Essential	AF, INT
	Ability to work effectively as part of a team	Essential	AF, INT
<b>Personal Attributes</b>	Commitment to widening access	Essential	AF, INT
	Flexible	Essential	AF, INT
	Empathetic	Essential	AF, INT
	Enthusiastic	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Learning & Participation within the scope and level of the post.

## Terms & Conditions

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Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday. Due to nature of the RCM Sparks activities work at weekends and evenings will be required. This will be agreed in advance with the post-holder and time off in lieu offered.</p>												
Salary	<p>RCM Pay Scale Grade 5, incremental points 16 – 20:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>16</td><td>£31,379</td></tr><tr><td>17</td><td>£32,003</td></tr><tr><td>18</td><td>£32,738</td></tr><tr><td>19</td><td>£33,510</td></tr><tr><td>20</td><td>£34,350</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	16	£31,379	17	£32,003	18	£32,738	19	£33,510	20	£34,350
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Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. <a href="#">Visa Checking Tool</a></p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the <a href="#">Arts Council</a> website.</p> <p>This is <b>not</b> a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>												
Immigration Advisors	<p>The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the <a href="#">UK Council for International Student Affairs (UKCISA)</a>. Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a <a href="#">list of approved Immigration Advisors</a>.</p>												

<b>DBS check</b>	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
<b>Probation</b>	The post has a six month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

## How to Apply

<b>Closing date</b>	<p><b>9am Monday 13 October 2025</b></p> <p>Applications received after the stated closing date will not be considered.</p>
<b>Interview date</b>	<p><b>Thursday 23 October 2025</b></p> <p>Shortlisted candidates will be notified in due course.</p> <p>We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.</p>
<b>To apply</b>	<p>To apply, please submit the following documents available on the RCM jobs page</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Equal Opportunities Form</li> </ul> <p>The above documents should be sent to <a href="mailto:recruitment@rcm.ac.uk">recruitment@rcm.ac.uk</a> by the stated closing date.</p> <p>We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.</p> <p>Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.</p>
<b>Alternative formats</b>	If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.
<b>Interview process</b>	Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

## Staff Benefits

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<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
<b>Eye tests &amp; hearing tests</b>	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
<b>Employee Assistance Programme</b>	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
<b>Professional Development</b>	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

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## About Us

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<b>The College</b>	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.</p>
<b>Staff</b>	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include</p>

teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

#### Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

#### Department

RCM Sparks is RCM's Learning and Participation programme providing an accessible pathway of musical learning designed to engage children from early years to age 18. Sparks run public events and activities for schools and special programmes in the local area, partnering with other institutions to provide the benefits of music education where they are needed most. Sparks work is based around learning pathways which cater for children's changing needs as they develop, so that we can continue to foster musicianship and learning skills throughout their educational journey. The programme is designed by RCM staff and led by outstanding leaders; last year Sparks worked with 118 RCM students and graduates giving them up to date and relevant training and placement experience developing a new generation of reflective music leaders. Sparks workshops offer inspirational learning experiences for all participants, with free or subsidised places available for children (and their families) who are eligible.

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The Royal College of Music is an Equal Opportunities employer.

Hayley Clements  
Head of Learning & Participation  
September 2025

