



Untouchable

Registrar and Secretary

Recruitment pack
May 2023

Introduction

“ I would not be here without my training at RADA. It set me up for life.

Lolita Chakrabarti, award-winning actor, writer, producer, and RADA Council member

Thank you for your interest in the Royal Academy of Dramatic Art (RADA) and our Registrar and Secretary role.

For over 100 years, we have been at the forefront of training future generations of actors, directors, writers, producers, and other professionals for theatre, film, and television from our home in Central London.

We are looking for a new Registrar and Secretary who will lead the Student and Academic Services department and oversee the effective academic and corporate governance of the Academy. With responsibility for leading our Student and Academic Services department, and as Secretary to RADA's Council, you will play a key role in RADA's development as a mature higher education provider and in the provision of an excellent student experience.

You will demonstrate your ability to lead change and make a significant impact, while ensuring that RADA meets all its obligations as a charity and registered higher education provider. This is role is an opportunity for a successful higher education professional to contribute to the strategic direction of an exceptional, high profile organisation.

Reporting to the Principal, the Registrar is a member of the Senior Leadership team, which is responsible for the strategic and operational leadership of the Academy.

This is an exciting time to join us. We are developing a new vision and strategy for RADA, building on its existing successes to redefine training in the dramatic arts for the 21st century, focusing on key themes of training and student experience, growth, industry, and international dialogue and engagement.

Curse of the Starving Class



RADA

About RADA

Founded in 1904, RADA has an unparalleled record of success in training some of the world's most renowned actors and technical specialists. Ours is an impressive history on which we are building an innovative future. RADA training is not only informed by the industry but also produces graduates who take their place at the vanguard of their profession working at the cutting edge of the dramatic arts. We have an ambitious strategy to encourage students from all circumstances and backgrounds to come to RADA.

We are working from our foundational strengths to grow our income streams through life-changing work, aligned with our core pedagogy and ethos. We aim to co-create with industry and other stakeholders to build on our reputation as a centre of excellence and innovation in our field.

We aim to be fair and equitable and enable dialogue in a world of rapidly changing demographics and evolving definitions of identity. Through our approach to teaching, learning and wider social engagement we foreground equitable and sustainable practice in a way that sets high standards and feeds expectations for fair and considerate behaviour both in RADA and beyond. Our access and participation programme aims to remove any barriers that students from underrepresented groups may encounter so they are able to access and succeed on our courses, and progress into the industry.

Scenic art studio



RADA

Facts about us

Excellence

- We audition and interview around 4,500 applicants each year for just 52 undergraduate places
- Every student receives at least 35 hours of teaching each week
- Our NSS indicator for 'teaching on my course' is 92.4%, 9% above our benchmark
- We are defined by the Office for Students as a world-leading institution
- We have a ratio of 2.53 students to staff, more than double that of our nearest competitor
- Around 50% of RADA BA students study Technical Theatre and Stage Management

“ The quality of teaching is extremely high, it is absolutely sensational. I truly feel like I have worked with some of the best acting tutors in the world.

NSS 2020 student comment

Diversity

- An average of 50% of undergraduate students receive financial support from RADA, with an average award of £3,000
- The gender balance on our undergraduate programmes (actor and theatre production training) is 50:50 male:female
- Black and Global Majority students make up more than 40% of our BA Acting course
- 24% of our Technical Theatre Arts applicants for 2022 were Black and Global Majority
- 25% of our students declare a disability



The Wolves

Funding

- Less than 60% of the costs of training each student are covered by student fees and government grants
- 70% of our income is self-generated
- We need to fundraise £1.4m each year to sustain our commitment to excellence and diversity

All figures relate to the 2022-23 student population unless stated.

Graduate Careers

Our graduates work in theatre, film, television, audio, video game and digital performance industries, in the UK and internationally.

“ Being from a working class background, the idea of being a student at one of the most renowned, prestigious drama schools seemed an unrealistic and unreachable goal. This could not be further from the truth.

NSS 2020 student comment

RADA

Higher education at RADA

RADA currently offers five higher education courses and has a student body of around 200. Our undergraduate provision consists of three programmes: a BA (Hons) in Acting (with a current student body of 75), and a Foundation Degree in Technical Theatre and Stage Management (56 students), with a 'top-up' third year BA (Hons) (22 students), all validated by King's College London.

We are registered with the Office for Students as an approved (fee cap) provider and have a gold TEF rating. In 2022 we obtained recognition from the OfS (Office for Students) as a world leading provider, making us eligible for specialist funding.

We are currently developing a new organisational strategic plan to ensure RADA's success in the coming years from the next academic year (September 2023). As part of this plan, we will develop a number of new postgraduate courses and external partnerships that will expand and diversify our academic portfolio. Simultaneously we are conducting a periodic review of our flagship undergraduate courses prior to revalidation by King's in November 2023.

These new and updated courses will be rolled out over the next two-three years, and it will be necessary to develop our infrastructure to deliver the academic and student support services to successfully deliver them.

Governance at RADA

RADA is a Royal Charter Company and a Charity, governed by its Royal Charter and Rules.

As RADA's governing body, the Council is accountable for student welfare, financial and operational controls, risk management and regulatory compliance. The Council is also responsible for agreeing RADA's mission, values, and strategic goals with the Senior Leadership Team and for ensuring that our long-term plans meet the interests of stakeholders, especially staff, students, and alumni.

The Council has constituted a number of Committees to carry out specific tasks relating to its primary responsibilities, including an Audit and Risk Committee, Finance and General Purposes Committee, Remuneration Committee, Anti-Racism Committee, Training Committee, and a Development Board. We currently have 23 Council Members, including four staff and two student members.

In 2023, we are undertaking a Governance Effectiveness Review to assess our compliance with the CUC Code of Governance, the Charity Commission Code of Practice and the OfS ongoing conditions of registration, and to identify ways of enhancing the Council's operation.

Amreeka



RADA

The main purpose of the role

The Registrar and Secretary is responsible for the leadership of student support and academic services functions, including admissions, course administration, timetabling, student records and data, assessment, quality assurance, counselling, disability support, student finance and visa support and casework and the policies and procedures associated with RADA's higher education provision.

The postholder will oversee the ongoing development and operation of these areas in support of RADA's strategic objectives. In addition, the Registrar will provide expertise on higher education regulation and sector recognised standards, providing advice to staff throughout the academy and briefing the Senior Leadership Team and the Council on developments in higher education policy and practice. The postholder will represent RADA

within key external networks and will act as the main point of contact with a number of sector bodies, including the OIA, UKVI, HESA, the QAA and Advance HE.

As Secretary, the post holder is responsible supporting the effective operation of RADA's governance structures, for ensuring that the Council acts in accordance with RADA's Royal Charter and Rules, and for advising Council Members on their legal and regulatory responsibilities.

Costume and Technical Theatre Arts Exhibition



Who we are looking for

We are looking for an individual who brings significant experience of leading a registry or academic services team in higher education and who is committed to delivering an excellent student experience.

You will have a successful track record of managing change in higher education settings and of developing those in professional services roles, and of providing specialist advice to senior leaders and/or governors.

You will have a strong understanding of current developments in higher education and an awareness of the impact of national policy on a small specialist provider.

Main duties of the role

- Lead and develop the Student and Academic Services team, supporting the delivery of RADA's higher education courses
- Academic management, governance, and compliance
- Student support and engagement
- Data and admissions
- Corporate Governance

Person specification

- Substantial experience in a senior management role within registry/student services in a UK HEP (Higher Education Provider)
- Experience of leading and implementing change at functional and organisational level
- Excellent understanding of UK academic-related governance, regulations, administration and organisational management in HE and knowledge of reporting requirements
- Specific experience of oversight of student support

- Experience of investigating and managing student casework
- Excellent communication, negotiation, and relationship-building skills

Equity, diversity and inclusion

We are extremely interested in hearing from Black, Asian, and Global Majority candidates as well as candidates who identify as D/deaf or disabled, who are under-represented at this level at RADA. We are embarking on a journey to become an anti-racist institution and are committed to supporting candidates in their positions, ensuring that the workplace is safe and inclusive for all.

We are taking positive action by guaranteeing an interview to any applicant who self identifies as being from a Black, Asian or Global Majority background, and/or who self-identifies as D/ deaf or disabled and has experience as a Registrar or Deputy Registrar in the higher education sector. If you regard yourself as having these characteristics, please state so clearly on your supporting statement.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure our interview process is accessible for you.

RADA

Terms and conditions

Reports to Principal with an additional reporting line to the Chair of RADA Council.

Manages Student and Academic Services Team

Contract Permanent

Working hours 37.5 hours per week plus occasional evening and weekend work

We would expect the postholder to be in the office at least three days of every week. While we are advertising the role as a full-time position, we would be open to applications from candidates who are seeking a 0.8FTE post, or are seeking similar flexibility around caring responsibilities.

Location 62 - 64 Gower Street, London WC1E 6ED

Salary £65,650 per annum

Notice period Three months

Benefits 30 days annual leave plus statutory rising a day a year to 35 days

Interest free season ticket loan

Defined contribution pension via auto-enrolment with Legal and General

Excellent professional development opportunities

How to apply

For more information or to apply for the position of Registrar and Secretary at RADA please contact Mark Holleran at TalentEdu. To apply, please provide a supporting statement of no more than two pages outlining why you want to work for RADA and how you meet the person specification, and your CV to MHolleran@TalentEdu.com

We are taking positive action by guaranteeing an interview to any applicant who self identifies as being from a Black, Asian or Global Majority background, and/or who self-identifies as D/ deaf or disabled and has experience as a Registrar or Deputy Registrar in the higher education sector. If you regard yourself as someone who meets these criteria, please indicate this in your supporting statement.

Closing date for applications Friday 9 June at 4pm

Interviews

First round interviews will take place online on 15 and 16 June.

Second interviews will take place in person at RADA in the week of 19 June.

If you require any of this information in an alternative format (e.g. Microsoft Word) then please email hrapapplications@rada.ac.uk





RADA



Construction and Scenic Art project

Registered Charity No. 312819
Patron: Her Late Majesty The Queen

Images by Linda Carter and Helen Murray

 @RADA_London
 RoyalAcademyOfDramaticArt
 royalacademyofdramaticart
 @RADA_London