



Appointment of
**DIRECTOR OF
COLLEGE ADMINISTRATION**

FOREWORD: PROFESSOR JEREMY TILL

Head of College



Thank you for your interest in the role of Director of College Administration at Central Saint Martins. Now is a crucial time for Central Saint Martins and the University of the Arts London. The intersecting challenges of climate justice, racial justice and social justice present a new landscape for higher education in the creative arts, in which ways of teaching and operating will be reconsidered. Central Saint Martins has developed an ambitious new vision for the College, which aligns with the new University Strategy with both having a focus on social justice.

Central Saint Martins is an endlessly stimulating place to work and to study; we aim to engage with and lead the global debate about the arts, performance and design, and their role in societal transformation. We also aim to empower our graduates to be the leading practitioners in their field, as well as responsible citizens of the world. We hope you will consider joining our creative community and will find what you need to know in this application pack. If not, please contact me direct via Kate Wood Hill: k.woodhill@arts.ac.uk

*Jeremy Till: Head of Central Saint Martins,
Pro Vice-Chancellor, UAL*

THE UNIVERSITY

A Global University

University of the Arts London is the world's second-best university for Art and Design in the QS World University Rankings® 2022. It offers an extensive range of courses in art, design, fashion, communication and performing arts, with graduates going on to work in and shape creative industries worldwide.

Across the University, we offer a learning environment in which originality is recognised, difference is respected and excellence is pursued. Our values centre on social justice and environmental stewardship. We respect and encourage the academic freedom of our staff and the natural curiosity of our students.

Our Collegiate structure

UAL is structured as a Collegiate University: each College has a particular academic ethos within a practice-led tradition, informed by its own distinctive history and relationships. The University's Colleges work together to enrich the student and staff experience and to increase their impact on the creative and cultural sectors, not only in London and the UK but also globally. Our students graduate with work that breaks boundaries, engages with our changing world and challenges our preconceptions. From wherever in the world they come, they will go on to influence the way we all think and live.

The Colleges

The six constituent Colleges are as follows:

- **Camberwell College of Arts:** Camberwell offers courses in fine art and design and its unique studio culture gives students the freedom to explore their creativity and use facilities that embrace traditional craftsmanship and digital technology
- **Central Saint Martins:** Central Saint Martins is a world leading centre for art and design education, with nine programmes covering a wide range of creative arts disciplines
- **Chelsea College of Arts:** Chelsea specialises in curating, fine art, graphic design communication, textile design, interior and spatial design. It provides students with a stimulating space and supportive atmosphere so they can develop their practice;
- **London College of Communication:** London College of Communication is a pioneering centre for design and media education. It works at the cutting edge of new thinking and prepares its students to define the future of the creative industries
- **London College of Fashion:** London College of Fashion is a leading global provider of fashion education, research and consultancy. It offers undergraduate and further education courses, integrated and postgraduate masters, research degrees and short courses
- **Wimbledon College of Arts:** Wimbledon is a centre for all aspects of performance education, including acting, costume and stage design.



Our students and research

With more than 19,000 students from over 119 countries (49 per cent of whom are from outside the UK, with an average of 30 per cent outside the UK and EU), 4,500 staff, and an annual budget of circa £260 million, the University of the Arts London is Europe's largest specialist arts and design university. Our University not only awards more than 7,500 undergraduate and postgraduate degrees each year but also delivers short creative courses and executive education to over 20,000 students.

The University works to provide a bridge between the educational world and professional practice, and to serve the creative industries. It combines a pursuit of academic excellence with close engagement with its business, creative and cultural partners.

The University has a vibrant research culture across its six Colleges, with eight University Research Centres and three new Institutes which

lead innovative research and disseminate this through exhibitions, publications, conferences, festivals and workshops.

In Research Excellence Framework (REF) 2021 UAL was the top institution for Art and Design research, leading for the size and quality of its REF submission, with 85% of research graded at world-leading (4*) or internationally excellent (3*). Occupying multiple sites across London, students and staff benefit from and contribute to the enormous range of stimuli provided by what is widely considered to be the creative capital of the world. The University's impact and engagement extends to the global stage through its international student body, affiliations and partnerships with other universities and creative organisations that share a passion for arts. The University is led by a twelve-person Executive Board, chaired by the Vice- Chancellor James Purnell, and governed by a 24-person Court of Governors, chaired by David Isaac.

CENTRAL SAINT MARTINS



Central Saint Martins is alive with different ways of thinking, making and doing. Across art, design and performance, our students create the ideas, materials and actions for a better future. Creative practice combines the ability to imagine new futures with the means to deliver them. As such, artists and designers are equipped to address our urgent global challenges – from tackling the climate and biodiversity emergencies to forging more equitable societies. Our students work with hope and uncertainty, using their compassion and vision to shape the world through creative action.

What we do is always connected to others. Our community goes beyond building, beyond disciplines and beyond borders. From local neighbours to global partners, Central Saint Martins collaborates with others to build knowledge and transform objects, systems and lives for the better. We understand that good things happen when people work together.

Art and design are often seen at Central Saint Martins as vehicles for protest, comment, community engagement and societal change. This is particularly the case with the current political and social context, against which our students have quickly found means of expressing their personal and collective positions.

CENTRAL SAINT MARTINS

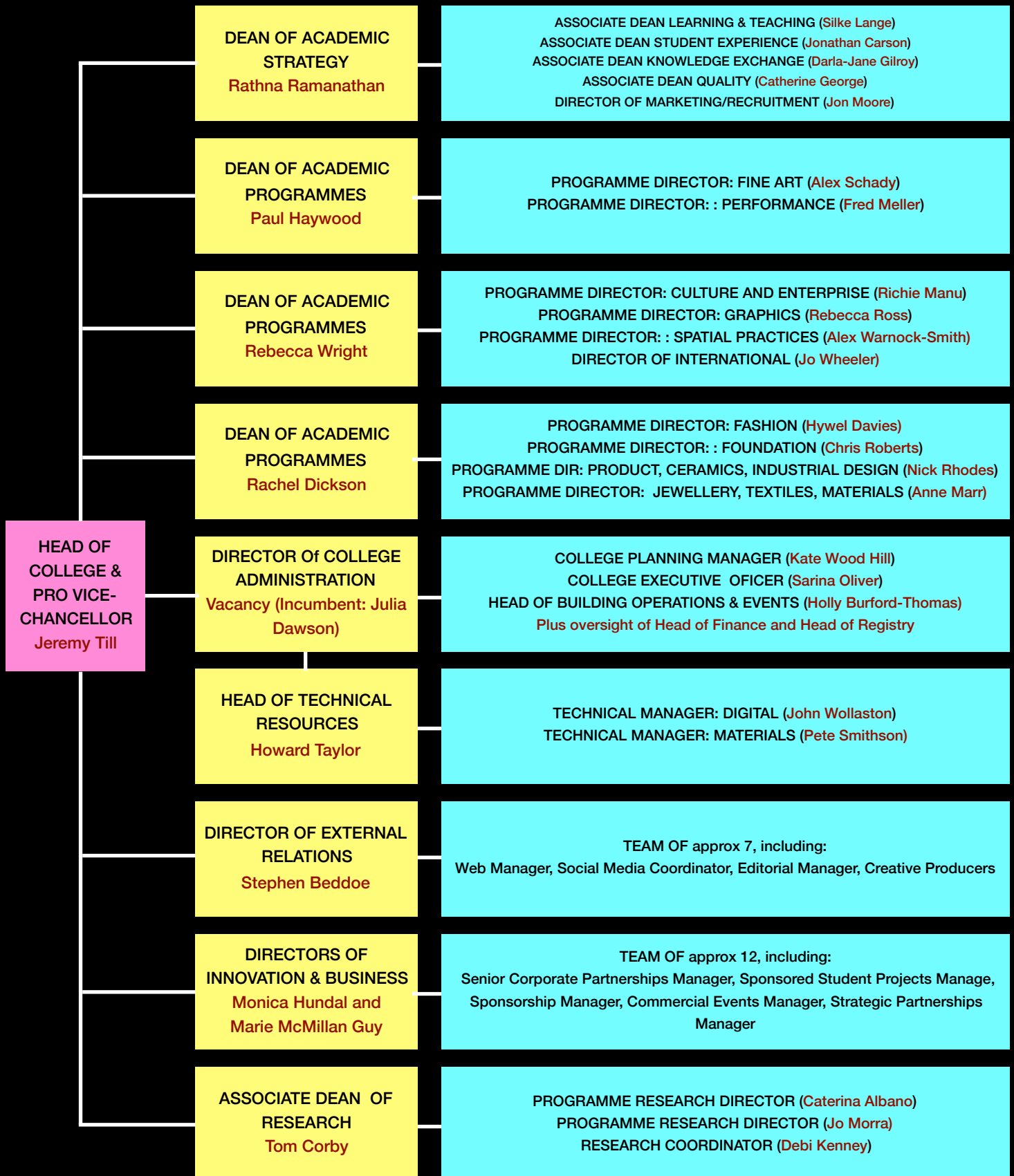


The identity of Central Saint Martins is inherited from two groundbreaking arts and design schools: St Martin's School of Art and the Central School of Arts and Crafts. From their Arts & Crafts beginnings, both educational institutions developed radical creative practices and progressive social values in education. The two schools merged in 1989 to create Central Saint Martins (later joined by Byam Shaw School of Art and Drama Centre London).

Our multi-award winning building houses a broad sweep of disciplines under one roof, encouraging creative generosity and collaboration. Increasingly the work emerging from the college crosses traditional disciplinary boundaries, as students find hybrid and unexpected ways of working. Our location, at the heart of the ongoing development of King's Cross increases the need to open our doors, metaphorically and physically, to the world.

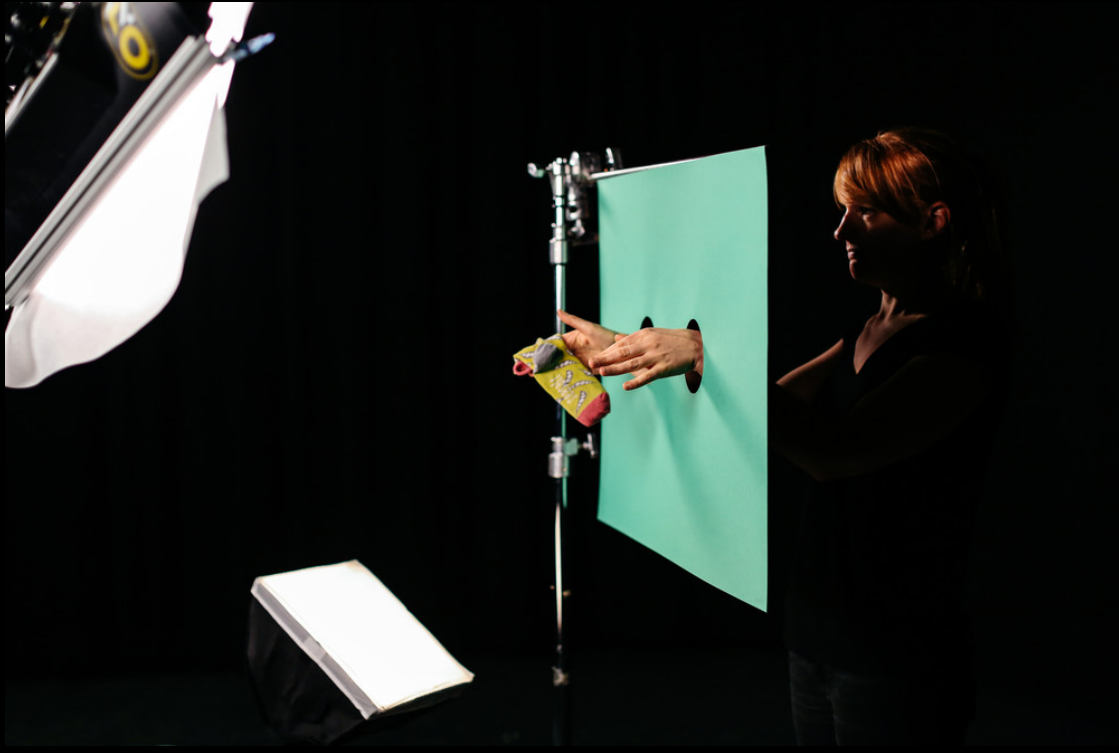
CENTRAL SAINT MARTINS

Organisation



DIRECTOR OF COLLEGE ADMINISTRATION

Role



The position of Director of College Administration (DoCA) is an integral role within the College Leadership and plays a key part in the delivery and optimisation of our administrative and operational practices in the college and University. Assisting the Head of College and the College Executive, the DoCA is instrumental in delivering Central Saint Martins' College Vision. We are committed to the values of social justice and environmental stewardship, and the expectation is that the DoCA should lead by example in these areas.

The college has ambitious plans in developing new courses and methods of delivery over the next four years, and the DoCA has a central role in enhancing the necessary support structures that will be crucial for delivery of the vision. In particular the DOCA will work closely with the college executive and academic teams to support them in designing the operational aspects of their programmes and new

courses. The role thus provides the opportunity to help shape the future of education at one of the world's most influential creative arts institutions.

At the same time the DoCA has overall responsibility to ensuring a high standard of administration practice across the entire college portfolio, with an oversight of the activity and development of college's administrative support teams. This includes an agile and responsive approach to the challenges and opportunities that will arise from out of a rapidly changing learning environment.

The DoCA also works closely with the University Operational Teams to ensure consistency of approach across the University and provide input and guidance into University Operational planning and strategy.

DIRECTOR OF COLLEGE ADMINISTRATION

Purpose of Role



Purpose of Role:

Reporting to the Pro Vice Chancellor / Head of College, the Director of College Administration is the senior professional services leader within the College and is a member of the College's Executive, College Planning Group and College Strategy Group. It is a high-profile role within the college and university, and as such the holder will need to show leadership and commitment to the core values of social justice and environmental stewardship that run through the institution.

The Director of College Administration will be accountable to the Pro Vice Chancellor / Head of College for the provision of high level strategic and policy advice, for the effective and efficient use of resources, and operational oversight across the College in relation to the College's strategic and academic priorities. They will ensure delivery of professional services of the highest quality and standards in

support of the College's activities through outstanding leadership and management of College professional services teams. They will also be responsible for improving processes in the College support, operational and administrative services.

The Director of College Administration will work closely with the Dean of Academic Strategy (DAS) and Deans of Academic Programmes (D:APs) to ensure all professional services are aligned to the vision of the College and its academic purpose to deliver a world-class student experience. The role will provide leadership to ensure the integration of systems and processes across professional services and academic programmes, including supporting change, embedding new ways of working and overseeing local governance.

The full description of the duties, responsibilities and person specification can be found on the application website

DIRECTOR OF COLLEGE ADMINISTRATION

Terms and Application Process



Terms & Conditions

- A competitive salary plus 39 days annual leave plus Bank holidays.
- Membership of one of our defined benefit pension schemes.
- Interest-free season ticket loan
- Child-care vouchers
- An appropriate relocation package may be available as part of the appointment arrangements.

Appointment to this post will be subject to appropriate checks, including necessary statutory checks such as proof of right to work in the UK, Disclosure and Barring Service checks, a satisfactory health check and other due diligence checks.

How to apply

Applications should consist of a CV, accompanied by a brief covering letter (max 2 sides of A4) addressing the criteria in the Person Specification, and explaining your interest in, and suitability for, the role.

The deadline for receipt of applications is as on the UAL Jobs website using the application portal.

Shortlisted candidates will be invited to interview in the first week of August. The interviews will preferably happen in person.

If you have any queries about the recruitment process you may contact Central Saint Martins Recruitment Team via jobenquiries@csm.arts.ac.uk.

If you would like more details of the role, you may contact the College Executive Officer Kate Wood Hill on k.woodhill@arts.ac.uk who will direct your enquiry to the appropriate person.

ual:

**camberwell
college of arts**

**chelsea
college of arts**

**wimbledon
college of arts**



BA Graphic Design Degree Show 2019, photo David Poultney

Appointment of Director of College Administration

Foreword

Head of College

Thank you for your interest in the role of Director of College Administration at Camberwell, Chelsea and Wimbledon Colleges of Arts.

This is a very exciting time to join the University and our three Colleges. UAL has recently launched a new ten-year strategy which sets out our plans for the future. At the heart of our strategy is collaboration and using our research to help solve great challenges like economic inequality, climate change, disinformation, and racial injustice. The creative skills that UAL teaches are more essential and in demand than ever before.

This role will be working across 3 Colleges and a dedicated Foundation Centre: Camberwell College of Arts, a renowned art and design college driving positive social impact through art and design; Chelsea College of Arts, one of London's most prestigious art and design colleges; Wimbledon College of Arts,

which has an international reputation for producing performance graduates; and the Foundation Centre in Camberwell, where the 3 colleges run a joint Foundation Diploma in Art & Design.

The Director of College Administration will be responsible for the provision of high level strategic and policy advice, for the effective and efficient use of resources, and the overseeing of operations across the three Colleges. This will be a challenging, but highly rewarding, role for a strong leader who is both strategic and operationally experienced.

We hope you will consider joining our creative community, and if you need any further information, please contact me via Hayley Cowdery, h.cowdery@arts.ac.uk

Jane McFadyen
Pro Vice-Chancellor and Head of College
Camberwell, Chelsea, Wimbledon

Katya Alisia, Camberwell Degree Show 2022 photo Kristy Noble



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The Six Colleges

Camberwell College of Arts

Camberwell offers courses in fine art and design and its unique studio culture gives students the freedom to explore their creativity and use facilities that embrace traditional craftsmanship and digital technology.

Central Saint Martins

CSM is a world leading centre for art and design education, with nine programmes covering a wide range of creative arts disciplines.

Chelsea College of Arts

Chelsea specialises in curating, fine art, graphic design communication, textile design, product and furniture design, and interior design. It provides students with a stimulating space and supportive atmosphere so they can develop their practice.

London College of Communication

LCC is a pioneering centre for design and media education. It works at the cutting edge of new thinking and prepares its students to define the future of the creative industries.

London College of Fashion

LCF is a leading global provider of fashion education, research and consultancy. It offers undergraduate and further education courses, integrated and postgraduate masters, research degrees and short courses.

Wimbledon College of Arts

Wimbledon is a centre for all aspects of performance education, including acting, costume and production design.

The University

Our students and research

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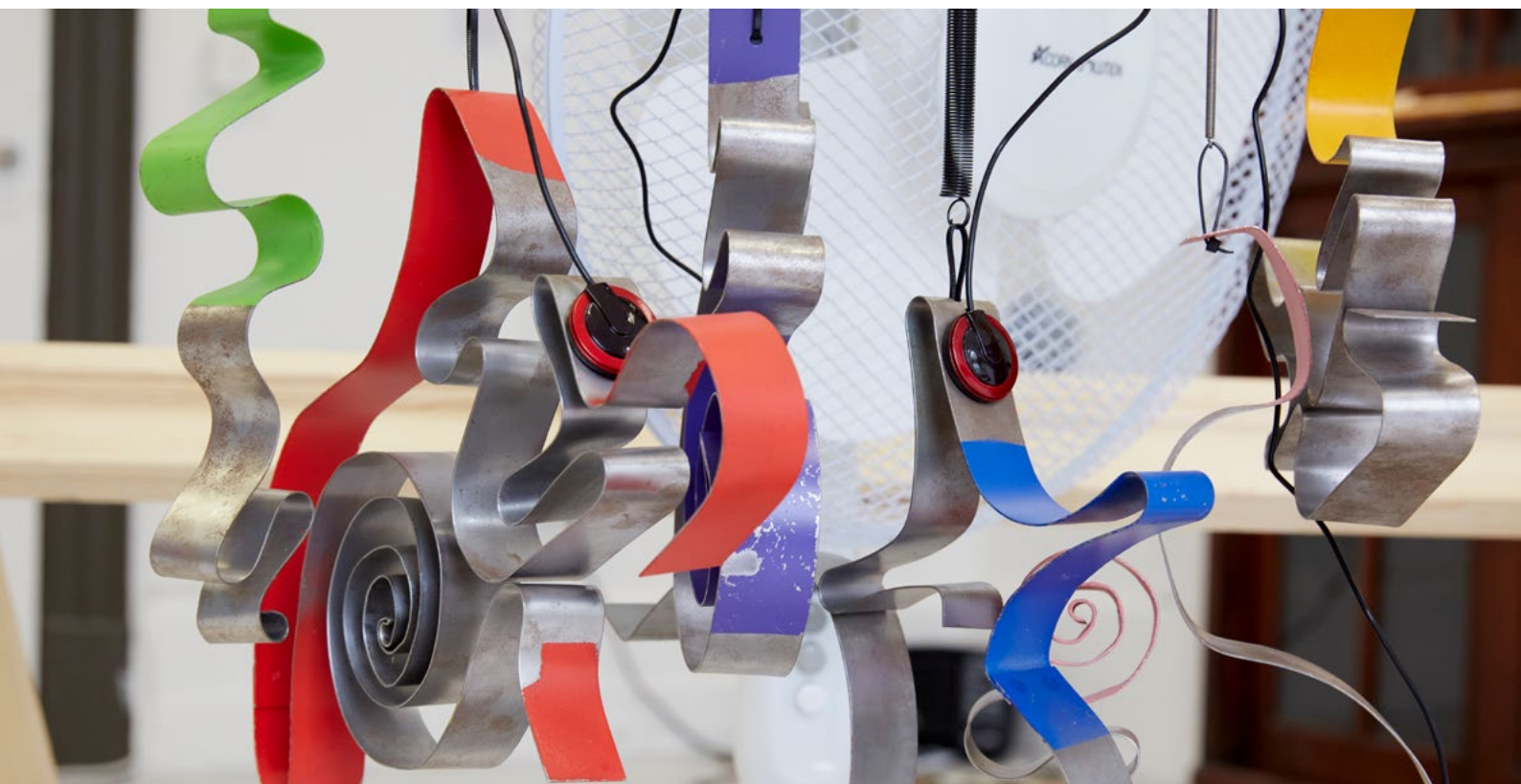
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Institutes which lead innovative research and disseminate this through exhibitions, publications, conferences, festivals and workshops.

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Bodie Stanley, Graduate Diploma Fine Art Chelsea Degree Show 2022 photo Kristy Noble



Camberwell, Chelsea and Wimbledon Colleges of Arts

Part of University of the Arts London (UAL), Camberwell, Chelsea and Wimbledon are three Colleges with international reputations for producing world-leading graduates in the fields of art, design and performance: Camberwell focusses on driving social impact through art and design; Chelsea explores global, cultural, political and social issues through creative practice; Wimbledon is a centre for performance which trains students to become innovative performers and experimental designers. At its own dedicated site in Camberwell, the 3 colleges run a highly respected Foundation Diploma in Art and Design course.

Camberwell College of Arts

Camberwell is a renowned art and design college driving positive social impact through art and design. Over the last 5 years, it has benefited from £70m investment in its site with new buildings and facilities. Our unique studio culture offers students the freedom and support to explore their individual creativity using facilities that embrace both traditional craftsmanship and digital technology. We believe passionately in social citizenship

whilst maintain the view that arts must remain committed to the rewards of free inquiry and experimentation. Our students benefit from staff who take immense pride and care in guiding students in a journey of discovery helping them develop the critical thinking, making skills and social sensibilities that equip them to thrive both individually and in their communities.

Notable alumni include: Jody Barton, Gillian Carnegie, Alice Hawkins, Junko Mori, Kate Moross, Gregor Muir, Matthew Stone, and Matthew Clark

Camberwell College of Arts photo Alys Tomlinson





Chelsea College of Arts photo Alys Tomlinson

Chelsea College of Arts

Chelsea College of Arts, is one of London's most prestigious art and design colleges. We provide students with a stimulating space and supportive atmosphere to test ideas and break new creative ground. Our teaching focuses on material-based investigation and creative process. Our students are encouraged to radically engage with contemporary fine art and design practice in a global context to challenge traditional ideas of the role of artists and designers. We inspire our graduates to apply their practice to the social, cultural, political and the effects of globalisation. We are based in a Grade II listed building alongside the River Thames and Tate Britain in Central London. Our presence in London offers a stage for creating international professional networks and driving forward innovative, cross-cultural solutions.

Notable Alumni include: Anish Kapoor, Steve McQueen, Haroon Mirza, Mariko Mori, Mike Nelson, Chris Ofili, Mark Wallinger and Tatty Devine cofounders - Harriet Vine and Rosie Wolfenden.

Wimbledon College of Arts

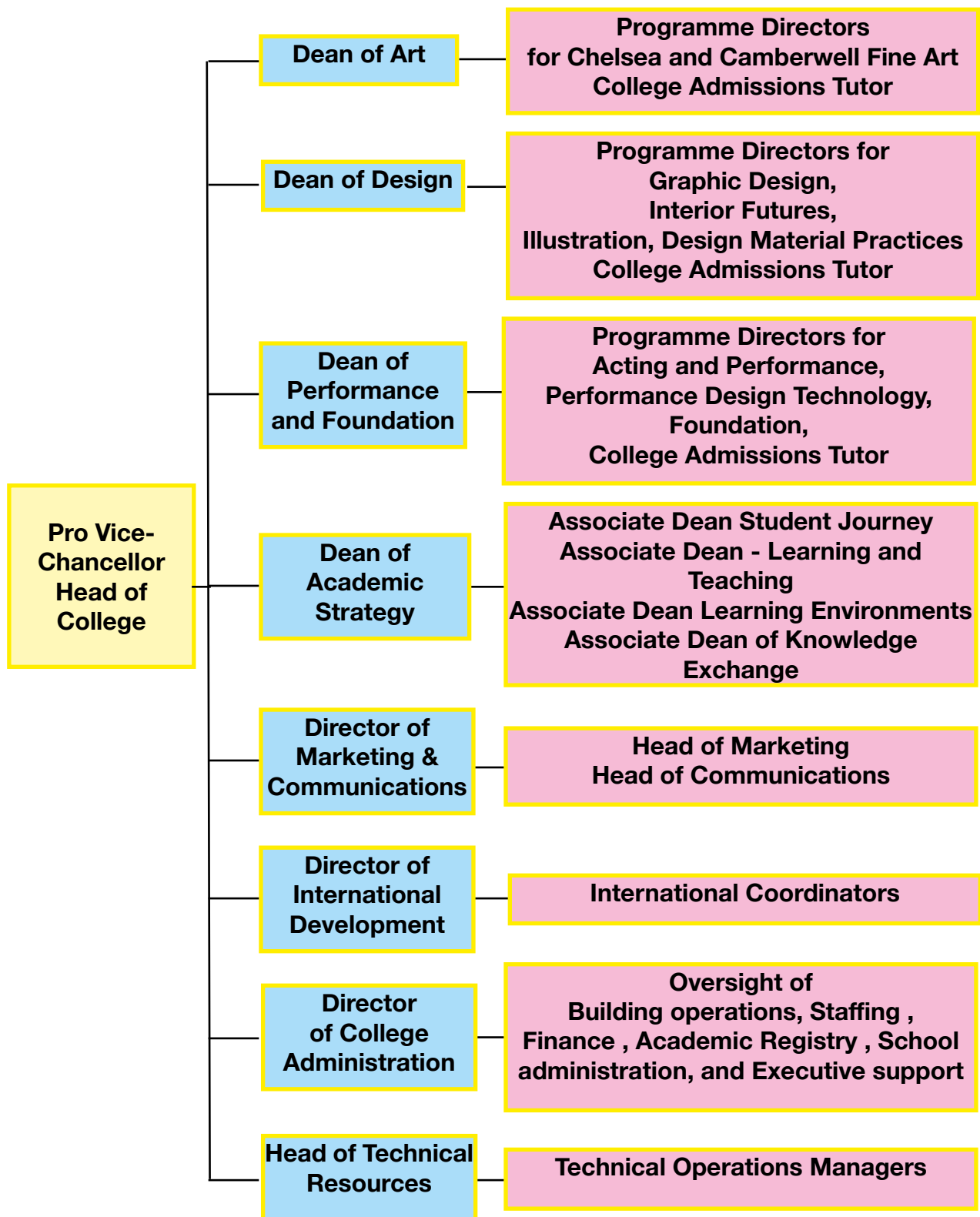
Wimbledon College of Arts, has an international reputation for producing performance graduates known for their creativity, technical accomplishment and professionalism. An investment of £12m has transformed the college into a performance centre for the 21st century. We're an art college with a supportive community of students, academics and technicians who share a passion for creative expression through practical experimentation. Students learn in the college's specialist workshops, theatre, performance spaces and studios from expert tutors and technicians who either work in the industry or have their own practices. Through the college's shared course projects, lectures, exhibitions, and live and recorded performances our students are encouraged to work collaboratively, working in teams to design, perform and manage theatre, performance and other live events.

Notable alumni include James Acheson, Peter Bingemann, Tony Cragg, Peter Doig, Soutra Gilmour, Tim Goodchild, Sarah Greenwood, Lubaina Himid, Richard Hudson, Mikey Please, Rajha Shakiry and Yinka Shonibare.

Wimbledon College of Arts photo Levitt Bernstein



Organisation



Role Director of College Administration

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Assisting the Head of College and the College Executive, the DoCA is instrumental in delivering the vision for Camberwell, Chelsea and Wimbledon Colleges of Arts. We are committed to the values of social justice and environmental stewardship, and the expectation is that the DoCA should lead by example in these areas. The three Colleges have ambitious plans in developing new courses and methods of delivery and the DoCA has a central role in enhancing the necessary support structures that will be crucial for delivery of the vision. In particular the DOCA will work closely with the Colleges' executive and academic teams to support

them in designing the operational aspects of their programmes and new courses. The role thus provides the opportunity to help shape the future of education at one of the world's most influential creative arts institutions. At the same time, the DoCA has overall responsibility to ensuring a high standard of administration practice across the entire College portfolios, with an oversight of the activity and development of the Colleges' administrative support teams. This includes an agile and responsive approach to the challenges and opportunities that will arise out of a rapidly changing learning environment.

The DoCA also works closely with the University Operational Teams to ensure consistency of approach across the University and provide input and guidance into University Operational planning and strategy.

BA Costume for Theatre and Screen Degree Show, Wimbledon 2022 photo Kristy Noble



Purpose of Role

Director of College Administration

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BA Fine Art Degree Show, Chelsea 2022 photo Kristy Noble



Terms and Application Process

Director of College Administration

Terms & Conditions

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If you have any queries about the recruitment process, please contact ccwstaffingenquiries@arts.ac.uk

If you need any further information about the role, please contact Hayley Cowdery, h.cowdery@arts.ac.uk who will direct your enquiry to the appropriate person.

BA Illustration Degree Show, Camberwell 2022 photo Kristy Noble

