Social Change Apprentice
The Royal Society for the encouragement of Arts Manufactures & Commerce (RSA)
May 2019
About The RSA

Introduction

The RSA is at the cutting edge of solving today’s big issues: from working with the Prime Minister on the future of employment, and reforming the gig economy, developing pilots for basic income trials in Scotland, through to helping the Bank of England develop its plans to make our economy work for all the UK’s regions and nations, as well as leading the UK’s largest ever study of cultural learning.

Since 1754 the RSA has sought to unleash the human potential for enterprise and creativity. We have a strong history of finding new solutions to social challenges by acting on the very best ideas and rigorous research, drawing on the expertise of our networks and partners.

Our Work

Central to the RSA’s current work are the concepts of ‘convening’ and ‘change making’. The RSA has also developed a distinctive approach to change: ‘Think like a system, act like an entrepreneur’ which now runs through most of our projects. Our work is based on rigorous research, innovative ideas and projects, empowering citizens and partners, individually and collectively, alongside our 29,000 strong Fellowship. Our mission is: ‘21st century enlightenment; enriching society through ideas and action’. We believe that we all have creative capacities that, when understood and supported, can be mobilised to make the world a better place for everyone.
**Current Strategy**

Through its ground-breaking work, the RSA is increasing its impact and influence by strengthening its focus and facilitating greater synergy within the organisation and externally.

Our research continues to focus on three key areas for change: Public Services & Communities, Economy, Enterprise & Manufacturing, and Creative Learning & Development. These have evolved into a strong portfolio of influential ideas, research, methodologies, funded projects and partnerships which are making a difference to policy, people and communities.
Our Impact

The RSA is achieving significant influence across our three areas for change and beyond. In areas such as Inclusive Growth, Future of Work and Universal Basic Income (UBI) the RSA already provides evidence of substantial positive impact. Our ambition is to continue to grow. Through our internal rigor, engagement with Trustees and stakeholders, we are committed to achieving positive impact to bring about societal change and economic benefit. Our influence will be amplified by engaging with our unique network of global Fellows who share our drive for innovation and change.

Structure

The RSA currently has around 120 staff across five departments:

- **The Action and Research Centre** combines rigorous research with practical experimentation across three themes: Public Services & Communities; Economy Enterprise & Manufacturing; Creative Learning & Development.

- **Fellowship** supports our 29,000 Fellows around the world who support and follow what we do. Many of our Fellows are active in creating social change themselves and we help them to achieve their ambitions.
External Affairs covers media, digital, events, podcasts and facilities and hosts over 100 public events each year.

Innovation and Development works to grow the RSA in both its funding and its impact. It has a remit to build partnerships and increase restricted and unrestricted income; scale the RSA’s ideas globally; incorporate design into RSA thinking; and develop the models of change that maximise the organisation’s impact.

Operations provides commercial support, expertise and functions across finance, HR, legal, and IT; it aims to ensure staff have the information, infrastructure and systems to realise the RSA’s vision.

Our Values

The RSA core values that all staff are expected to uphold and abide by are:

- **We achieve excellence**
  
  We set high standards and strive to exceed them.

- **We continuously improve**
  
  We constantly innovate to improve performance and effect social change. We are not afraid to take risks. We celebrate our successes and learn from our failures.

- **We see the bigger picture**
  
  We are aware of the wider context in which we operate and make intelligent use of our available resources.

- **We value each other**
  
  We respect the feedback, ideas, expertise and diverse points of view of our colleagues.

Diversity

Valuing diversity is essential to the RSA’s work. We aim to exemplify and promote equality legislation, recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All colleagues are required to ensure their behaviour is consistent with our policies. As an equal opportunities employer our commitment is to take positive measures to recruit people from underrepresented groups, and we actively encourage applicants from diverse backgrounds.
The RSA is committed to equality of opportunity for all. As with all RSA appointments, we will consider flexible working requests regarding both work location and hours of work.

Registered as a charity in England and Wales no. 212424 and in Scotland no. SC03778
Job Description

Job Title: Social Change Apprentice
Department: Across all departments: Action & Research/External Affairs/Innovation & Development/Fellowship/Operations
Reports to: Chief Operating Officer
Direct Reports: NA
Grade: London Living Wage

Role Summary

You will be part of a range of high-performing teams, working with and supporting colleagues across the organisation including Finance, Partnerships, Marketing and Communication, Action & Research and Fellowship, You will provide support on work-based projects, write blogs, co-ordinate logistics and lead on discrete pieces of work. You will also undertake routine business process tasks and administrative activities to develop your overall skills and build an understanding of how business processes work in practice.

The purpose of this role is to:

- Provide support and develop supervised work based projects
- Work closely with different teams to generate project development ideas
- Maximise your writing and social media skills to engage audiences
- Offer additional support to the team with any administrative or coordination tasks
- Contributing to the development and improvement of our business processes and procedures
- Supporting with fundraising projects, events and day to day activities
- Play a key role on social media presence for the RSA’s projects
Selection Criteria

- Interest in and commitment to the RSA’s mission and in particular, the work relating to social change
- Interest in the economic and political world
- Strong interpersonal skills, with the confidence and ability to communicate effectively, both in writing and verbally, with different stakeholders
- Strong organisational skills, with proven ability to manage or coordinate events, meetings, clubs or societies
- Ability to work flexibly within a busy team environment and willing to support colleagues
- Strong relationship-building skills, with the ability to work with a range of stakeholders and audiences
- Ability to multitask, manage time and to work flexibly and proactively in a busy team.
- Strong IT and digital communication skills including experience using MS Office, and channels such as Twitter and Facebook to reach a wider audience.

Other

- Empathy with the work of the RSA and an ability quickly to learn and understand about its content and aim.

This job description is not exhaustive and is liable to review following discussion with the job holder. The job holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with the job grade. This job description is a contractual core part of your role with the RSA.

Personal data

In line with GDPR, please remember to not mention anyone’s information or details (e.g. referees) who have not previously agreed to their inclusion. Your submitted details will be shared with the panel who will shortlist for this role.
Employee Benefits

Annual leave†
29 days annual leave per year plus all bank holidays (pro rata for part time staff). Three of these days may be designated for the Christmas period. Option to buy up to five additional days leave per year (pro rata).

Pension scheme*
The RSA will double match your contributions into our pension scheme, up to a maximum employer contribution of 10% of salary.

Sick pay and income protection scheme
Sick pay up to 14 weeks at full pay, 14 weeks at half pay*. 75% of your average salary to be paid once sick pay ends.

Life assurance scheme
Life assurance at four times annual salary.

Enhanced maternity, paternity and adoption pay*
Maternity and adoption leave pay is enhanced to 12 weeks at full pay, 8 weeks at half pay, statutory pay for 19 weeks. Paternity leave is enhanced to three weeks full pay.

Childcare vouchers
Up to £55 per week or £243 per month as a tax-free salary, where eligible.

Flexible benefits allowance*
Up to £35 per month before deductions (pro rata for part time staff) to spend on voluntary benefits.

Employee assistance programme
24/7 information and advice line on any topic. Also provide face to face counselling.

Eye care
The RSA covers up to £25 for eye tests and contributes up to £50 towards glasses required for working with digital screens.

Voluntary medical and dental cash plan and health screening†
Option to purchase medical and dental cover, or a thorough check up.

Flexible working requests*
The RSA extends the right to request flexible working to all employees.

Career breaks*
Option to apply for up to six months unpaid leave for study, caring or travelling.

Season ticket and cycle loans*†
A season ticket loan up to a maximum of £5,000; or a tax free loan for a bike to ride to work, up to a maximum of £1,000.

Discounted gym membership
At a wide variety of gyms and health clubs across the UK.

Discounts and vouchers
Cashback and discounts on thousands of products and services.

Food and drink
25% discount in our Coffeehouse space and free tea and coffee in the offices.

**Staff Fellowship***
Fellowship is free throughout employment plus one year after leaving the RSA; then 50% discount for life.

**Library and events**
The Library and the Events Programme are open to all staff.

**Learning and development**
Broad training programme and opportunities for individual training.

**Social**
Two staff shindigs per year and a Civic Day where we get together to work in the local community.

*length of service criteria apply
†applies to full and part time employees but may not apply to interns and casual staff. Further details of all benefits are available on the RSA’s flexible benefits portal.