

RADA: JOB DESCRIPTION

Role	HE Course Coordinator (Postgraduate)
Department	Student and Academic Services
Reports to:	Academic Programming Manager
Reports	None
Working Hours	0.6 (22.5 hours per week – to include Monday, other days TBA) This is a student facing role and is required to be office based at least two days a week.
Salary	£30,000 - £35,000 pro rata (£18,000 - £21,000 actual)

Prime Function of Role
The Course Coordinator is responsible for the effective administration and organisation of RADA's Higher Education Courses. The role includes a specific focus on supporting the development of our postgraduate provision.
Core Responsibilities Course coordination and administration • Work closely with our team of Course Coordinators to oversee the day-to-day operations of undergraduate and postgraduate courses (with a focus on postgraduate performance provision) • Act as the primary point of contact for students and academic staff • Administer the assessment processes • Coordinate booking of freelance teaching staff for professional development sessions. • Maintain and update course handbooks, virtual learning environment (SharePoint) and noticeboards • Support the timetabling, and room booking processes, for all higher education programmes • Maintain accurate student records and monitor progression, achievement and attendance • Assist with quality assurance processes, including programme reviews, validation and accreditation Development of Postgraduate Provision • Support the development of RADA's postgraduate provision, coordinating activity across the Academic Development Group and tracking programme design progress. • Prepare and manage documentation for approvals, ensuring compliance with internal quality standards and external regulatory requirements throughout the

programme development lifecycle

Student Support and Engagement

- Provide first-line support and academic guidance to students
- Support student induction, celebration (graduation) and ongoing engagement activities
- Work collaboratively to improve student experience and outcomes

Meeting administration:

- Clerk to ASQC
- Clerk to Postgraduate Performance Course Committees
- Clerk to Postgraduate Performance Assessment Boards
- Support other internal meetings such as student town hall, student experience forum, departmental meetings
- Participation in relevant committees and meetings

General

- To contribute to the overall work of the Student & Academic Services department, working closely with colleagues to ensure a seamless service
- Promote Equality, Diversity and Inclusion at all times, and ensure they are at the forefront of your thinking when undertaking your responsibilities
- Comply with GDPR regulations regarding protecting personal data
- Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings)
- Ensure you comply with RADAs Regulations and Policies, particularly in relation to the Code of Conduct, Health and Safety and Safeguarding
- Engage in your own professional development, including networking groups and relevant developments in the Higher Education sector
- To undertake any other duties, as required, commensurate with the level of the post

Person Specification

	Essential	Desirable
Qualifications	• An undergraduate degree or equivalent experience	• Experience in Higher Education administration or programme coordination
Knowledge	• Knowledge of drama or theatre through study, work or voluntary experience • Excellent IT skills including data handling and experience with Microsoft Excel, Word, Teams and database use	• Knowledge of administering assessment systems • Experience with SharePoint • Knowledge of Technical Theatre •
Experience	• At least one consecutive year's experience working in an administrative capacity.	• Experience of working in programme administration in an educational context. • Experience of working in an access and participation team.

Competencies	• Excellent communication and interpersonal skills. • The ability to communicate effectively with staff, students and members of the public. • Excellent organisational and time management skills.	
Personal attributes	• Calm, unflappable demeanour. • Discretion, diplomacy and tact. • Excellent attention to detail • Proactive problem solving. • Ability to work independently with minimal supervision. • Adaptable and flexible.	

Last updated: September 2026