

INNOVATION ASSOCIATE

Centre for Performance Science

Grade 8, Part time (0.4FTE), Fixed term (9 months) contract

Job reference number: 500-26

Applicant Information Pack

Closing date

9am Monday 14 September 2026

Interview date

Monday 21 September 2026

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

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Job Description

Post Title	Innovation Associate
Department	Centre for Performance Science
Grade	8
Hours of Work	Part time (0.4 FTE)
Tenure	9 months (1 October 2026 to 30 June 2027)
Responsible to	Reader in Performance Research and Innovation
Responsible for	n/a
Liaises with	Internal CPS researchers; Head of CPS; RCM research community; Head of Research; Research office; Finance team; Creative Technologies team; Performance & Programming team; MarComms team; Events & Venue Hire team External Current and prospective commercial clients; Project partners
Job overview	The Innovation Associate will support a project to expand the Royal College of Music's distinctive and growing portfolio of commercial executive training that leverages its expertise in performance training, the knowledge of its Centre for Performance Science (CPS), and its pioneering Performance Simulation facilities. Reporting to the Project Lead (Reader in Performance Research and Innovation), the Innovation Associate will help drive the development of the commercial model for this training through market scoping, programme design, and training/technology validation exercises. They will work collaboratively and independently to scope and engage new clients, requiring highly developed communication and interpersonal skills. They will also contribute to the design and delivery of executive training based on their own expertise in performance science theory, with the opportunity (depending on their specific experience and skillset) to contribute new additions to these programmes. The Innovation Associate will work within the CPS and will engage in wider departmental activity where appropriate.

Main Duties & Responsibilities

These include:

- To assist with (and, where appropriate, lead components of) the design and delivery of RCM Executive Training
- To design, conduct, and analyse research in areas including customer mapping and technology validation, engaging with a research ethics approval process where appropriate
- To engage with existing and potential clients, maintaining a high degree of professionalism
- To collate programme, project, and market reviews in collaboration with internal and external project partners, summarising the project findings in written and/or oral form and leading on project dissemination
- To liaise with the team in supporting the preparation of materials for knowledge exchange activities
- To store and manage research, finance, and KE data at the RCM
- To assist with preparing and writing research and marketing related documents, including those for publication
- To collaborate with other RCM colleagues in relevant departments, including the wider CPS and Research Office
- To Undertake such other duties as may be requested by the Reader in Performance Research and Innovation and by the Head of CPS.

Special Factors

The nature of this role may necessitate some evening and weekend work.

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
Qualifications	Postgraduate qualification in a relevant subject; PhD (or equivalent) in progress or completed	Essential	AF
Experience	Experience of mixed-methods research, particularly communication of complex research results	Essential	AF
	Experience of performance coaching and/or teaching at a high level, including building and maintaining client/student relationships	Essential	AF, INT
	Experience of managing research data and writing ethics applications	Desirable	AF, INT
	Computer and technology literacy, including use of analysis software and systems for live or simulated performance	Desirable	AF, INT
	Experience of running and supporting events/programmes	Desirable	AF, INT
Skills/Knowledge	Knowledge of performance science theories (e.g. psychology, physiology etc.) underpinning high-level performance execution and teaching	Essential	AF
	High level of skill in public speaking/presentation	Essential	AF, INT
	Knowledge of enterprise/commercial frameworks	Desirable	AF, INT
Personal Attributes	Excellent and persuasive communicator, orally and in writing	Essential	AF, INT
	Ability to work independently and to meet deadlines	Essential	INT
	Ability to relate well to colleagues and work well as a member of a team with a high degree of professionalism	Essential	INT
	Ability to cope well under pressure	Essential	INT
	Ability to think analytically and strategically; to problem-solve	Essential	INT
	Interest in and knowledge of classical music and higher education	Desirable	AF
	Interest in and knowledge of other high-performance domains	Desirable	AF

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Reader in Performance Research and Innovation within the scope and level of the post.

Terms & Conditions

Availability	The post is available from 1 October 2026 and the postholder should ideally be available to start as early as possible.														
Contract type	Fixed term (9 months)														
Hours of work	This role is offered on a part time (0.4FTE) basis. 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.														
Salary	RCM Pay Scale Grade 8, incremental points 33 – 38: <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>33</td><td>£49,035</td></tr><tr><td>34</td><td>£50,358</td></tr><tr><td>35</td><td>£51,720</td></tr><tr><td>36</td><td>£53,124</td></tr><tr><td>37</td><td>£54,566</td></tr><tr><td>38</td><td>£56,086</td></tr></tbody></table> *inclusive of London Weighting allowance **as this is a part-time post, the postholder will receive a proportion of the full-time salary 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. Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.	Spine points	Full-time salary*	33	£49,035	34	£50,358	35	£51,720	36	£53,124	37	£54,566	38	£56,086
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Visas/ Right to Work in the UK	If you have time limited permission to work in the UK you must provide full details on your Application for Employment form. 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. Visa Checking Tool 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 Arts Council website. This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.														
Immigration Advisors	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 UK Council for International Student Affairs (UKCISA) . Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a list of approved Immigration Advisors .														
DBS check	Not applicable for this post.														

Probation	The post has a six-month probationary period.
Notice period	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.
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	Full time staff are entitled to 245 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave. 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.

How to Apply

Closing date	9am Monday 14 September 2026 Applications received after the stated closing date will not be considered.
Interview date	Monday 21 September 2026 Shortlisted candidates will be notified in due course. 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.
To apply	To apply, please submit the following documents available on the RCM jobs page • Application Form • Equal Opportunities Form The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date. We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date. 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.
Alternative formats	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.
Interview process	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

Travel	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. We offer a Cycle to Work Scheme via CycleScheme.
Events	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.
Eye tests & hearing tests	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.
Employee Assistance Programme	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.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	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 No. 1 institution in the UK and Europe, and second globally, for both Music and Performing Arts in the 2026 QS World University Rankings by Subject. The College has held global first and second positions in Performing Arts for five successive years, while Music is a new subject introduced to the rankings in 2024.
Staff	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 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.

The Royal College of Music is an Equal Opportunities employer.

Dr George Waddell
Reader in Performance Research and Innovation
August 2026

