Job Description

Job details	
Job title:	Education Projects Coordinator
Directorate:	Professional Knowledge and Standards
Department:	Education and Learning
Grade/Level:	3
Location:	London / Hybrid
Reports to:	Head of Education Projects
Direct Reports:	No
Budget Responsibilities:	No

Purpose of the Role
To develop, deliver and oversee RIBA education projects and activities aimed at supporting and rewarding architecture students, graduates, academics, and practitioners, with a focus on the delivery of the RIBA Scholarships and Bursaries Programme.

Main responsibilities
• Coordinate the administration of funding schemes of the RIBA Scholarship and Bursaries programme, funded by the RIBA education and research trust funds, implementing decisions agreed by members of RIBA Education Development Group and RIBA Research Development Group • Promote scholarships and grants to schools of architecture, responding to inquiries by individuals, processing applications (using Good Grants software), providing support to committees and assessment panels, authorising dispensation of funds, producing and maintaining accurate financial records and, where applicable, contributing to strategic fundraising initiatives • Deal with telephone, email, and face to face enquiries from students, graduates, academics, and practitioners regarding funding eligibility from the RIBA and/or public and private organisations • Implement and deliver knowledge exchange platforms (such as talks, workshops, publications, etc) for the dissemination of findings attained by recipients of funding from the RIBA Scholarships and Bursaries Programme, and/or by other relevant stakeholders • Support the production of digital and print communication channels (including newsletters, web pages, and social media channels) to ensure that information pertaining to RIBA scholarships and grants is updated and made available to relevant audiences (with a focus on architecture students and tutors)

- Keep accurate databases of applications for the RIBA education and research trust funds and generate reports and statistics whenever required.
- Work with the Head of Education Projects to provide support to the implementation and delivery of RIBA education awards programme (with a focus on RIBA President's Medals student awards), namely formatting submissions, updating the awards' website, assisting with the judging stages and the awards ceremony, and supporting the coordination of the exhibition
- Role model the RIBA values.
- Take on any other work, as directed by your line manager

This job description is non-contractual, or an exhaustive list and it may be added to or changed to from time to time.

Skills, Knowledge and Experience
The successful candidate will be a confident and resourceful individual, capable of managing and supporting a range of projects and activities simultaneously with a high level of confidentiality, diplomacy, and attention to detail **Essential** • Relevant experience in one or more of the following areas: event management, project management, higher education administration, arts administration, academic research, grant administration, committee support • Excellent numeracy, literacy, and interpersonal skills • Meticulous attention to detail • Ability to maintain confidentiality and address diverse stakeholders with confidence and diplomacy • Proficient knowledge of Microsoft Office, particularly Excel and Word • The post holder may occasionally be required to work out-of-office hours when preparing events, exhibitions, ceremonies, presentations, etc. **Desirable** • Experience of financial administration, budget management and fundraising • Experience of working in a membership or education-related organisation • Experience of assessing grant applications, and advising applicants and assessors on eligibility and suitability of funding applications • Experience of devising and implementing projects and activities within broad guidelines and with limited budgets • An understanding of architectural education and/or higher education systems and/or academic research in the UK and worldwide • Appreciation of architecture, design, or other creative disciplines and professions

Drafted by: John-Paul Nunes	Date Drafted: 02 September 2026
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