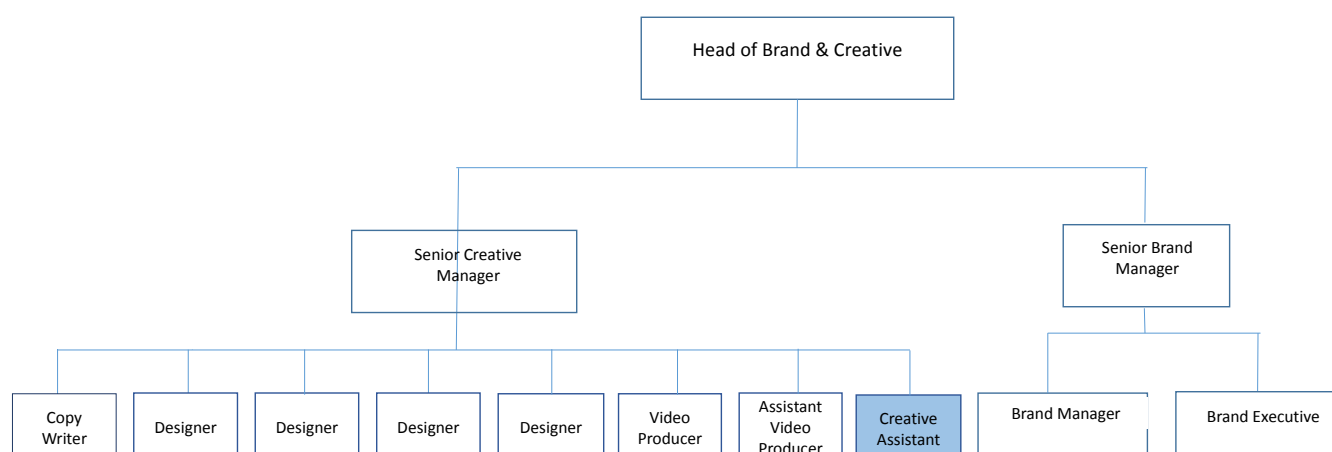


Creative Assistant

DIRECTORATE:	Engagement and Fundraising
SECTION:	Brand and Creative
REPORTING TO:	Senior Creative Manager
CONTRACT:	Permanent

Brand & Creative Team



WORKING RELATIONSHIPS:

Inside Diabetes UK
All teams, directorates and project groups within Diabetes UK
Outside Diabetes UK
Print and delivery managers, freelancers, creative and comms agencies and suppliers, charities, copywriters, readers, supporters and volunteers.

OVERALL PURPOSE OF THE JOB

The purpose of the role is to help manage creative requests, handle incoming briefs, schedule projects with the team, manage film and photography logistics and provide an important point of contact for our colleagues across the charity.

You'll work with external printers, photographers, freelancers to make sure all of our design and production schedules are clear, print jobs are booked in and deliveries are managed. You'll keep the whole team ticking along by managing invoices, setting up training and completing other bits of admin support.

MAIN DUTIES AND RESPONSIBILITIES:

- Manage requests coming into the creative team – handling incoming briefs, working with clients to complete their briefs and being the lead point of contact for the production inbox.
- Support the Senior Creative Manager in scheduling projects, developing accurate timelines, and making sure all jobs are allocated to a designer, copywriter or video producer.
- Key point of contact for colleagues across the charity on their projects, answering queries and clarifying schedules. Maintaining good working relationships internally and externally.
- Help maintain and update the overall production schedule, as well as individual production schedules for key projects, keeping the team informed of key dates and deadlines.
- Request print quotes and manage delivery of all print jobs.
- Help manage photoshoots, liaising with photographers, case studies, dealing with logistics, consent and follow up.
- Support with our new Digital Asset Management system (currently in development). Make sure files and archives are up to date and accurate.
- Raise purchase orders, process the team's invoices and tracking overall spend and income
- Research and source new suppliers and agencies. Help manage freelance/agency rosters and relationships.
- Provide any other support across the team when it's needed.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Work under pressure, to meet deadlines and work as part of a team.
- Support a busy team and be the person who keeps everything running as it should.
- Build effective working relationships and have strong communication skills.

The best person for this job will have experience in:

- A design or creative team for at least one year.
- Managing creative requests, working with creative briefs.
- Scheduling and managing creative projects.
- Ideally the charity / NFP sector in a comms, content, digital or creative team.

- Have a good working knowledge of Adobe Creative Cloud, with ability to edit on screen. Proficient in Microsoft Office.
- Ideally have awareness and understanding of diabetes.

The best person for this job will be:

- Well-organised, proactive, have strong project management skills and be able to prioritise their own work.
- Creative and confident, valuing research and paying close attention to accuracy.
- Committed to producing quality work with a high level of attention to detail.
- Educated to a minimum of A level standard (to include English) or with relevant work experience
- Ideally a qualification in design, film, copywriting, publishing or other creative fields.