



Job Description – D&AD Education Executive

Location: London E1

Reports to: Programme manager

Contract: Fixed term 12 month maternity cover contract, possibility of extension or finding a permanent position within the D&AD team

Benefits: £24,000 per annum
23 days holiday + statutory bank holidays + up to 4 days extra to be taken at when the office is closed between Christmas and New year
Membership of D&AD
Employee Assistant Programme
After completing probationary
5 % company pension contributions
Private Medical Insurance
Cycle Scheme Loan
Season Ticket Loan

Hours: 9:30am – 5:30pm Monday to Friday (additional hours may be required)

About Us: Since 1962, D&AD has been inspiring a community of creative thinkers by celebrating and stimulating the finest in design and advertising. A D&AD Award is recognised globally as the ultimate creative accolade, entered and attended by the best from around the world.

However, we are much more than a professional Award. Discovering and nurturing new talent is at the heart of what we do. And as a not-for-profit all surpluses are reinvested into the D&AD Foundation. The Foundation is designed to inspire the next generation of creative talent, promote diversity, and stimulate the creative industry to work towards a fairer more sustainable future.

Job Overview: To help develop and deliver projects that support the Foundation's aims. In particular, this role will play a key role in delivering the New Blood Awards, Festival and Academy (New Blood is D&AD's educational programme). The wide-ranging role will include operational oversight and programme development and delivery. The Foundation's plans are ambitious and therefore there is scope for the role to evolve and grow.

Responsibilities:

New Blood Operations

- Delivery of content to support the New Blood Awards (our key educational programme)
- Work with D&AD's digital team to review and improve the customer experience with regard to the international New Blood Awards
- Support the team on the production and launch of briefs
- Assist in the New Blood judging process
- Help manage the production team that supports D&AD over a short-term basis to deliver the New Blood Awards
- Responsible for responding to queries about the programme
- Coordinate the logging process for students and tutors
- Ensure the New Blood Awards section of the website is up to date.

Programme development

- Work with the Programme Manager and Director to research and develop new areas of the programme
- Support the delivery of wider Foundation projects
- Provide content to support the implementation and growth of the Foundation Programme
- Input to the development of the international strategy for New Blood
- Develop and maintain knowledge of market activity i.e. potential competitors, trends and best market practice

- Work with the Senior Programme Manager to develop a framework for evaluating and reporting on the impact of the Foundation programme
- Contribute to the strategy for the overall Foundation and New Blood Programmes at D&AD
- Maintain an on-going understanding of industry and learning needs through research and networking
- Contribute to resources produced by D&AD that advise people on career pathways into the creative industries.

Experience and Skills required

- Experience of project management
- Experience of operational delivery and process improvement
- Knowledge and understanding of the creative industry sectors and/or the education sector
- Experience of programme development and delivery
- Ability to apply appropriate evaluation methods and techniques
- Confident networker, communicator and presenter
- Computer literate (preferably Apple Mac)
- Strong administration and organisational skills.

Person specifications

- Confident and assertive
- Ability to liaise confidently and professionally at all levels
- Team worker
- Creative and strategic thinker
- Commercially focussed
- This role requires some evening work and travel.

To apply

If you wish to apply please send your CV and covering letter to recruitment@dandad.org

Please attach the CV and covering letter together as a single document.

The deadline for applications is Monday 7 September 2015 at 10 am. We will contact shortlisted candidates whom meet the criteria within three weeks from the closing date, if you have not heard from us within that time please take it that on this occasion your application has been unsuccessful.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves

that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.