



<b>Job Description</b>	Awards Manager
<b>Responsible to:</b>	Awards & Operations Director
<b>Hours:</b>	Office hours are 9.30am – 5.30pm, However, flexibility will be required when working around events and Festivals
<b>Salary:</b>	£28,000
<b>Benefits:</b>	28 Days holiday Immediate 23 days plus bank holidays and the office closes over Christmas which means an extra 3 or 4 days leave. Christmas and staff summer party paid for by the company, Free D&AD membership, which comes with many benefits, The work environment is relaxed and the dress code is casual After 3 months Free membership to a private members club in Soho St Barnabas House, Pension 5% non-contributory, Option to join the private health scheme, Interest free season ticket loan, Cycle to work scheme, Childcare vouchers

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<b>Job objective:</b>	To develop and grow the awards programme by driving research, reviews, analysis and development initiatives to inform future strategic decisions. Including recruiting and selecting awards juries and ensuring quality entries are entered each year.
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#### **Review and Development**

- Manage the yearly review and development of categories and prices
- Manage the collation of category feedback and recommendations
- Manage the review and risk assessment of pricing changes
- Manage the collation of feedback post awards events
- Report on category and pricing changes to inform communications
- Manage the selection of judges, ensuring there is a fair gender and diversity  
balance within juries and selection is in line with development plans

**Awards**

- Act a quality manager for the awards, ensuring the most relevant and best work from the year has been submitted
- Manage an annual review and analysis of winners and report on quality work and standard of submissions into categories

**Research**

- Keep a breast of industry trends ensuring new innovative releases are entered in to the awards
- Manage annual research project to inform category and judge developments
- Conduct and collate competitor research
- Analyse entry stats to inform trends
- Research and define definitions of new awards categories
- Collate and encourage internal recommendations for potential award entries
- Manage the collation of judges entry recommendations, carry out further industry research where necessary

**Communications**

- Draw up a year round Judges communication plan
- Regularly communicate key dates, time and event information to attending guests
- Manage all entrant or guest enquiries that may arise, providing the best service possible
- Manage the promotion of social media use amongst our judges and associated agencies
- Prepare and communicate the judge briefing pack, ensure judges have and understand all relevant information retaining to judging events

**Organisation**

- Manage the judge nominations process
- Work with digital team to continue to automate the invitation and rsvp modules, ensuring all relevant judges content is collated
- Proof and edit judges profile where necessary
- Arrange meetings with suppliers and judges where necessary
- Be a point of contact and support for judges on site at judging events,
- Ensure judges are guided to and form events, ensuring they arrive at requested times
- Liaise with external suppliers whilst arranging travel and accommodation particulars for D&AD judges
- Manage and administer D&AD's block bookings
- Maintain an accurate listing of candidates on internal databases
- Chase RVSPs where necessary
- Ensure travel re-imbursements are administered

**General**

- Maintain regular updates to management
- Prepare reports, presentations, correspondence and any other documents as requested by management
- Perform any other ad-hoc duties that may arise in a fast paced event ordinated organisation
- Represent D&AD at events wherever necessary
- Look out for Judges related PR / Content opportunities that may arise

**Required Skills**

- Project management experience
- Personnel management experience
- Research and analytical skills
- Excellent customer service skills
- Good interpersonal skills and the ability to communicate at all levels
- Ability to work under pressure and to tight deadlines
- Good database skills
- Excellent organisational
- Strong networking skills
- Ability to work to own initiative and as part of a team

**Personal Qualities**

- Strong communication skills
- Flexible approach to workload
- Self-motivating and works well under pressure
- Knowledge of and experience in the advertising and design industry
- Meticulous
- Sense of humour