



D&AD Foundation Executive

Reports to: Foundation Manager

Location: London

Salary: £23,000 - £26,000

Benefits: 23 days holiday + 4 days between Christmas and New year, 5% company pension contributions after 3 months, Private Medical Insurance after 3 months, Cycle Scheme Loan, Season Ticket Loan, Employee Assistant Programme

Purpose of the role: To support the delivery of our global student awards programme - New Blood, and help us to achieve our wider Foundation goals

Closing date for applications: Wednesday 12 October 2016

Overview

Since 1962 D&AD has been inspiring a community of creative thinkers by stimulating and celebrating the very best in advertising and design. Our Awards are recognised globally as the ultimate creative accolade, entered and attended by the best.

As a not-for-profit our surpluses are reinvested into the D&AD Foundation. The Foundation is at the heart of what we do and exists to inspire the next generation of creative practitioner, to enable diverse talent to flourish and to stimulate the creative industry to work forwards a sustainable future.

D&AD is made up of people from a wide variety of backgrounds and with different skills but all are committed to inspiring the best creative work and a belief that creativity can deliver positive change.

We are looking for someone to join our team who is full to the brim with ideas to help deliver the New Blood Awards and help us to achieve our wider Foundation aims.

You will need to be motivated, very well organised and able to deliver outcomes under the pressure of multiple deadlines. You will need to be interested/worked in the creative industries and have a belief in the power of learning.

Key Responsibilities:

- Deliver a New Blood Awards programme to agreed expectations
- Evaluate and refine awards systems and administrative processes to improve delivery and efficiency
- Work with D&AD's digital team to review and improve the customer experience with regard to New Blood Awards

- To innovate the New Blood programme to ensure that we remain at the forefront of industry led learning
- Support the team on the production and launch of briefs
- Oversee the New Blood judging process
- Help recruit and manage the production team that supports D&AD over a short-term basis to deliver the New Blood Awards
- Respond to queries about the programme
- Develop and deliver content and learning materials to inspire and support the delivery of great creative work by young creatives
- Pro-actively create relationships with industry, educators and students
- Develop and maintain knowledge of market activity i.e. potential competitors, trends and best market practice

Experience and skills required

- Project management
- Experience of operational delivery and process improvement
- Knowledge and understanding of the creative industry
- An ability to create engaging material to help young people to excel creatively
- Confident networker, communicator and presenter
- Customer service experience
- Computer literate (preferably Apple Mac)
- Strong administration and organisational skills

Person

- Can do attitude
- Curious and creative thinker
- Self motivated, pro-active and goal orientated
- Able to work under pressure and take initiative
- Able to work as a team player, in a busy and fast moving work environment