



Job Description

Job title:	Senior Awards Manager
Reports to:	Awards & Membership Director
Salary:	£38,000 p.a.
Location:	London, E1
Contract:	Maternity cover, fixed term contract
Dates:	Start date from March 5 th 2018 TBC end date 26 April 2019
Hours:	0930-1730 (Standard office hours) However, flexibility will be required when working around events and Festivals

Role Objective:

The main focus of the Senior Awards Manager will be to programme manage the Awards; drive innovation in awards products, specifically awards categories, ceremonies, judging. Drive engagement with the industry to inform research, business and innovation within the awards programmes.

Duties & Responsibilities:

Programme Management

- Programme manage the Awards, ensuring there is an developed over arching programme timeline incorporating timelines and milestones from all departmental teams
- Ensure there are clear lines of communications and reporting between project teams
- Ensure the Awards products and key timelines are communicated and agreed by all project teams
- Review and analyse the Awards products and markets to offer key insights for projects teams to increase business and market share
- Ensure project management tools are used and understood by project teams
- Define and update category definitions in line with entrant and judge feedback

Product Development

- Manage category review and development
- Ensure the yearly competitor analysis is carried out and tailored to development needs
- Work with the team to develop new opportunities and products within the awards
- Conduct specific market research to inform category development
- Ensure all products are developed with a holistic approach ensuring that all details are considered
- Ensure risks of new category introductions are identified and reported

Development and Partners

- Manage an annual outreach programme with the aim of engaging and creating greater awareness within the design and advertising industry of the Awards and wider organisation
- Manage the research, collation and outreach to potential associate category partners
- Work with D&AD's communications team to ensure judges and awards products are promoted to maximum exposure

- Manage the launch of new categories ensuring that internal teams are informed and have the tools in order to deliver and market that category
- Ensure Awards targets are clearly communicated to business teams

Pricing

- Manage the research and development of the awards pricing model
- Ensure competitor analysis is conducted to ensure a clear understanding of our price positioning

Judging & Judging Development

- Manage the development of D&AD judging product, the integrity and process of judging is an asset to D&AD and needs to be reviewed and developed to maintain relevance
- Review and analyse the judging product with the view to develop further D&AD products
- Manage the recruitment and training of jury managers for judging events
- Conduct jury manager briefings at judging events and act as a judging supervisor where necessary
- Prepare jury training pack and communications including briefing presentations
- Oversee contractual relationship and processes with judge hotel for block-booking

Judges

- Oversee the selection process, liaising with judges and the board of trustees where necessary
- Ensure the judges selection is on brief and in line with development plans
- Oversee judge communication plan, briefing documents and schedule

Entry/CFE

- Oversee the creation and development of Awards Entry documents ensuring relevance and suitability
- Develop and produce tools to support business development teams
- Design and implement research projects to support a pipeline of quality entries
- Conduct applicable data analysis to support entry objectives

Industry Engagement

- Review and report on entrant return on investment, developing effective mentions to communicate this back to awards entrants
- Conduct industry presentations on behalf on D&AD to drive awareness of new and existing Awards categories
- Work with the international team on presentations and how best to present awards data
- Manage the production of awards presentations for externally facing creative presentations
- Review and develop ways to present the awards data to best serve the industry and the organisation

Stakeholder Management

- Manage the Awards stake in awards events ensuring that the events are managed and run in a way that best promotes the Awards product and winners and judges
- Ensure Awards winners are presented to the best of our ability at events and ceremonies
- Work with the festival team to ensure the winners, judges and Awards data is displayed to best promote the Awards and industry

People Management

- Manage team in support of their objectives and career whilst allowing them to flourish, take ownership and responsibilities of their own roles within the team and make the programme a success

Skills

Proven management skills

Strong Communication skills

Experienced in strategy and planning

Proven project management skills and experience

Excellent administration experience

Product Development Experience

Research and analytical skills

Person Specification

A rigorously organised person with an eye for detail

Likes responsibility and works well under pressure

Self-motivating and good at motivating others

Knowledge of the creative industries

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.