



Job Description

Job title:	Awards Assistant
Reports to:	Senior Awards Manager
Location:	London E1
Hours:	0930-1730 (Standard office hours) flexibility is required when working to deadlines and covering team hours.
Salary:	£20,000 Per Annum. Initial 6-month contract. Immediate start.
Purpose of the role:	The purpose of this role is to support the administration and delivery of the year-round award programmes.

Key responsibilities include, but are not limited to:

Research & Development

- Support the research and development of designated awards categories and judges
- Research industry trends and make applicable category recommendations
- Identify potential awards judges
- Research potential quality awards entries to drive entry numbers
- Conduct competitor research
- Research and recommend potential suppliers

Analytics & Reporting

- Collate and analyse awards entry data
- Track query levels across awards programmes, creating trend reports and analysis
- Track and monitor the use of discount codes, credit notes and refunds
- Monitor and report on balance of juries

Communications

- Act as the primary point of contact to entrants and judges throughout the awards cycle
- Provide a high level of customer service to entrants and judges, confidently answering queries
- Support judge recruitment and communication plan, including providing judges with promotional assets
- Follow up with entrants to secure their physical assets in time for judging

Outreach & Partnerships

- Research potential third party supporters, target groups and audiences
- Present partnership recommendations to wider awards team

Administration & Operations

- Support with recruitment administration and management of temporary awards staff
- Assist in preparation of Call for Entries materials
- Assist in testing Awards systems
- Order & track stationery and equipment to facilitate operations across all awards programmes
- Assist the setup of the production space and manage storage of entries & winning work
- Facilitate discount codes and refunds
- Coordinate entry return requests
- Support judging and results management, pre event and on-site
- Coordinate the logistics and administration of designated categories
- Perform entry checks by category and jury, ensuring the issues are raised and resolved.
- Monitor and collate special requirements for entries
- Fulfil the production, printing and distribution of Pencils and Annuals
- Support procurement processes

Required Skills

- Rigorous attention to detail
- Excellent customer service skills
- Excellent organisational skills
- Excellent written and verbal communications skills
- Good research and analytical skills
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and to tight deadlines
- Computer literate including knowledge of CMS, Salesforce and Photoshop (desirable but not essential)

Personal Qualities

- Reliable
- Proactive
- Flexible approach to workload
- Knowledge of the advertising and design industry (desirable)
- Sense of humour

Please note due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.

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.