



Job Description

Job title:	Foundation Executive
Reports to:	Foundation Director
Contract:	Permanent
Salary:	Up to £24K
Respond by:	17 th October 2018
Application:	Please send your Cover Letter and CV in one document to paul.drake@dandad.org, using 'Foundation Executive' as the subject line for your email
Benefits include:	To see our extensive benefits please visit the careers page on our website: www.dandad.org/en/d-ad-careers/
Location:	64 Cheshire Street, London, E2 6EH (from time to time travel will be required)

About D&AD

D&AD is an organisation that is all about the pursuit of creative excellence within advertising and design - inspiring it, celebrating it and enabling it. A fundamental way of us achieving this is through our world class learning programmes which upskill the current and future workforce.

Whilst our remit focuses on the advertising and design industry there is a broader goal to demonstrate the positive impact that creativity can have across education, the economy and within society.

Purpose of the job

As a key part of D&AD's Foundation team you will play a vital role in the development and delivery of a learning programme that equips creative people at all stages of their education and career with the skills required to succeed.

This will involve supporting the delivery of existing products such as New Blood (our world class student Awards, Festival and Academy); and helping the team to turn ideas and curriculum into face to face and on-line learning products for students and professionals.

Key responsibilities

- Support the delivery of D&AD's student programme (New Blood), specifically the delivery of the New Blood Awards
- Provide the team with insight and research to ensure that our learning programmes remain at the forefront of creative learning i.e. competitor analysis, trend research and identification of best practice
- Help to translate learning curriculum and into deliverable products

- Ensure that our learning products for students and industry keep pace with the changing industry environment
- Deliver learning products to students
- Be an outward face of D&AD

Key Experience and Skills

- Proven organisational skills for effective project delivery
- Research skills (quantitative and qualitative)
- Communication skills, both written and verbal
- Experience in the design and delivery of learning programmes and products

Additional extras

- Knowledge of advertising and design
- Understanding of curriculum development
- Appreciation of learning through digital formats
- An entrepreneurial mindset

Core values

- The belief in the importance of lifelong learning
- The desire to work within the creative industry
- The want to be part of a strong team
- The belief in the power of creativity to affect positive change

We are excited to meet you!

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.