



Job Description

Job title:	Awards Manager
Reports to:	Awards Director
Location:	London E1
Hours:	0930-1730 (Standard office hours) flexibility is required when working to deadlines and covering team hours.

Purpose of job: The Awards Manager is responsible for managing the delivery and project management of the awards programmes. The Awards Manager will drive the research, analysis and development of designated categories, recruiting and managing awards juries, manage awards communications and entry project, and ensuring the highest quality of entries, processes and judging delivery. The role is also responsible for the recruitment and management of D&AD's production team.

Responsibilities:

Research & Development

- Manage the annual review and development of designated categories
- Manage the collation of category feedback and recommendations
- Manage the review and risk assessment of pricing changes
- Conduct and collate competitor research
- Identify industry trends, ensure relevant future facing developments
- Manage the selection of judges, ensuring diversity and meeting organisation-wide targets
- Identify and make recommendations for improvements to entry processes (e.g. formats, systems)

Analytics & Reporting

- Create regular reports and analysis of queries, using this information to inform the marketing process and to make any changes to the process to improve efficiencies during the cycle.
- Manage the annual review and analysis of winners within designated categories and report on quality of submissions
- Identify and report on category trends to inform planning
- Report on diversity monitoring of awards judges across all programmes
- Prepare and present reports, presentations, correspondence and any other documents as requested by management

Communications

- Create an annual overarching awards customer service communications plan
- Ensure an excellent standard of year-round communications to entrants and judges
- Manage the training of additional team members (temp and perm)

- Manage the year-round judges communication plan and implement in your category areas
- Manage the preparation and communication of the judge briefing pack, ensure judges have and understand all relevant information pertaining to judging events
- Continue to automate the invitation and rsvp modules, ensuring all relevant judges content is collated, work with relevant teams where necessary
- Support development of online and print tools to support CFE and Entry process.

Outreach & Partners

- Promote the use of social media amongst our judges and associated agencies
- Identify and recommend promotional partners in designated category areas
- Account manage outreach and promotional partners in your category area
- Represent D&AD at external events where necessary

Administration & Operations

- Manage the accurate cataloguing, storage, processing and warehousing of all awards entries in your category area ensuring these are ready for judging and presented to a high standard.
- Manage judging preparation in respect to your category area, ensure judging schedules are agreed and communicated to relevant parties
- Manage the display and storage of work during judging week
- Ensure all work modifications are processed efficiently and accurately.
- Be available as a point of contact at judging events where necessary
- Coordinate relationships with external suppliers for judge travel and accommodation
- Ensure travel reimbursements are administered
- Ensure D&AD's block bookings are administered
- Proof and confirm accuracy of judge profiles
- Work with technical support team to ensure queries are resolved quickly and efficiently
- Support international representatives during entry periods to ensure D&AD Awards messaging and operational processes are accurately communicated
- Supply the IT & IS Manager with necessary details of space, equipment, hardware and software requirements
- Manage the recruitment of sessional staff to ensure there is enough resource to cover project needs
- Line manage sessional teams, ensuring targets and deadlines are met, and procedures and policies are adhered to.

Preferred Skills

- Project management experience
- Experience managing large sessional teams
- Research and analytical skills
- Excellent customer service skills
- Excellent process management
- Good interpersonal skills and the ability to communicate at all levels
- Ability to work under pressure and to tight deadlines
- Good database and systems skills
- Excellent organisational skills
- Good 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

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.