

Job Description - Designer

Job title:	Designer
Hours:	35 hours per week
Employment type:	Permanent
Team:	Creative (within, Brand, Music & Entertainment directorate)
Location:	Hybrid (minimum 4 days a month in London office)
Line Manager:	Head of Creative
Direct Reports:	None

Accessibility: if you need this document in an alternative format, please contact hr@teenagecancertrust.org.

About this role:

The Designer is a key role within the Creative team, responsible for producing high-quality design solutions across a wide range of projects, ensuring creative outputs meet organisational objectives and align with Teenage Cancer Trust's brand guidelines.

Working closely with the Senior Designer and stakeholders across the charity, you'll turn creative briefs into engaging and accessible visual communications across digital and print. You'll use creative judgment to ensure design work is consistent, inclusive and accessible across our different audiences.

You'll manage your workload and contribute to shared project planning with the wider Creative team, communicating clearly about progress, deadlines and any issues that may affect delivery. You will be a brand guardian, understanding the importance of our brand and following brand guidelines to develop consistent and impactful creative. You'll also provide guidance and support to others as we empower colleagues to create on-brand content themselves, by referencing and directing them to our templates and style guides.

We have a flexible work culture, speak to us about how you can do this job flexibly.

What you'll be doing:

- Create high-quality creative content within visual identity guidelines that performs effectively across print and digital channels.
- Develop creative concepts and visual solutions using strong skills in typography, layout, imagery, illustration and visual hierarchy.
- Apply Teenage Cancer Trust's visual identity confidently and consistently, using creative judgement to produce work that feels fresh while remaining recognisably on brand.

- Manage your own design projects and workload, meeting agreed deadlines and keeping the Senior Designer and stakeholders updated on progress or issues.
- Work with printers, photographers, freelancers, agencies and other creative suppliers when required to support the successful production and delivery of your projects.
- Understand the requirements of different digital channels and platforms, adapting and optimising creative so that it works effectively in the format and context in which audiences will see it.
- Prepare, proof and quality-check accurate artwork for print and digital production, ensuring files meet the required technical specifications and maintaining a high level of attention to detail throughout the design process.
- Help create, maintain and improve branded templates and creative resources, including Brand Stencil or Canva, that enable colleagues to produce consistent and effective on-brand materials.
- Support in upskilling and training other Teenage Cancer Trust staff in best design and accessibility practices
- Maintain a strong understanding of regulatory and best-practice requirements for visual assets, including Fundraising Regulator marks and charity registration numbers.
- Take joint responsibility for keeping team planning documents and systems, such as Monday.com, accurate and up to date.
- Ensure creative content, photography and illustration represent and speak to a wide and diverse range of people.
- Keep your creative and technical skills up to date by following developments in design, digital platforms, accessibility, production techniques and creative trends.
- Maintain professional curiosity by reviewing creative activity inside and outside the charity sector, as well as emerging design techniques and trends, to help keep Teenage Cancer Trust's visual identity fresh and effective.

You may be asked to undertake any other duties that are commensurate with the post as requested by your manager and you must carry out the duties of post in accordance with Teenage Cancer Trust policies and procedures.

What you'll bring to the team:

Essential skills and experience

- A portfolio that displays a high standard of relevant experience working as a graphic designer in an in-house or agency environment.
- Strong understanding of brand, including the role of visual identity and tone of voice in organisational communications.
- Excellent working knowledge of industry-standard creative software, including Adobe Creative Suite (Photoshop, InDesign, Illustrator), with good working knowledge of Microsoft Office, including Word, PowerPoint and Excel.

- Working knowledge of animation or motion graphics, including Adobe After Effects experience.
- Strong ability to translate information and messages into clear, engaging and visually compelling communications for different audiences.
- Strong understanding of accessible and inclusive design principles and the ability to apply them in practice across digital and print.
- Excellent communication skills, including the ability to discuss briefs with senior stakeholders, present creative ideas, explain design decisions clearly and respond constructively to feedback.
- Able to work independently and collaboratively as part of a team.
- Strong time-management, planning and organisational skills, with the ability to work effectively under pressure, manage competing priorities, and meet deadlines.

Desirable skills and experience

- Graphic Design degree or equivalent training/qualification
- Charity experience welcomed but not essential.
- Video editing experience using Premiere Pro or similar software.
- Experience designing for e-commerce platforms and associated marketing assets.
- Experience creating branded templates in Canva or other similar platforms.
- Adaptable illustration skills.
- Photography skills or experience.

Safeguarding Commitment

Teenage Cancer Trust is committed to safeguarding and promoting the welfare of young people and adults at risk. We expect all staff and volunteers to share this commitment and to contribute to creating a safe and inclusive environment for everyone we work with.

Disclosure and Barring Checks (DBS)

At Teenage Cancer Trust we're committed to delivering a service to teenagers and young adults with cancer that is embedded in safeguarding and safe working practice guidance. As this role will have occasional contact with young people and work with/have access to their imagery/film content, it is subject to a Basic list Disclosure and Barring Service check.