

JOB DESCRIPTION

| | |
|------------------------------|--|
| Job Title | Design Studio Assistant |
| Department | Marketing and Communications |
| Reporting to | Studio Manager |
| Line Manages | N/A |
| DBS check requirement | No Check |
| Location | Avonmore Road, London W14 8RR (with hybrid working) |

JOB PURPOSE

The Design Studio Assistant supports our in-house Studio team with the administration and delivery of our content through the design, print and digital processes. The postholder is responsible for supporting the delivery of material and assets that will help to raise the profile and brand awareness of Independent Age among our key audiences, as well as helping us to reach new people. They will work with colleagues across the organisation, to help make positive change happen for people in later life.

KEY RESPONSIBILITIES

- Project manage small and medium size projects, from taking the brief from an internal stakeholder to briefing in design, co-ordinating amends, to final sign off and print, with support from the Senior Creative Project Officer.
- Assist in the management of content on various platforms i.e. Resource Space, Salesforce and You Tube.
- Provide general administrative support to the Studio team, including booking travel for shoots, support with events/conferences.
- Co-ordinate all merchandise needs for the organisation.
- Support with managing the daily relationships with our suppliers - printers, mailing houses, paper, and merchandise companies - including obtaining estimates and processing invoices.
- Maintain the tracking system of invoices against the master budget.
- Build strong working relationships with colleagues across Independent Age.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How We Work

At Independent Age, we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - the experience, needs and views of older people are central to everything we do

Compassionate - we listen, care and take action

Expert - our work is evidence-based and solution-focused

Collaborative - we work in partnership to maximise our impact

Accountable - we work with integrity and transparency

Inclusive - we value diversity and always treat everyone fairly with dignity and respect

To put our EDI Principles into practice, we will:

- proactively challenge ageism and other forms of discrimination throughout our work
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong
- develop our leaders so they can act as role models and champions and our staff so they can embrace these principles and apply them in their work
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery
- commit to setting target indicators for diversity and regularly review progress
- collect data to enable us to track our progress
- be publicly accountable and transparent about our progress
- use our influence to proactively champion the principles of EDI internally and with external partners
- continuously improve, adopt best practice and learn from and share with others

PERSON SPECIFICATION

- Excellent administrative, communication and organisational skills
- Excellent time management skills with the ability under pressure to prioritise, deliver, manage, and coordinate several projects and activities simultaneously to tight timescales.
- An exceptional eye for detail and meticulously high-quality standards.
- Ability to collaborate with an established team.
- An understanding of print processes and materials.
- Experience of working directly with printers.
- Working knowledge of design and production best practice across formats (online and offline), processes and techniques (including environmental print / quality standards).
- Experience of working with Adobe software.
- Experience in working with databases would be an advantage.
- A demonstrable passion for, and affinity with, our cause.

Desirable

- Relevant qualification in production project management



- Previous experience in a charity, marketing communications agency or client side