



# **Brain Tumour Research**

Together we will find a cure

## **Job Description:**

### **Assistant Graphic Designer / Artworker – Full Time**

#### **Job Purpose**

This is a fantastic opportunity for an individual who wants to make a difference in one of the most innovative and exciting medical research fundraising charities in the UK.

As the Assistant Graphic Designer and Artworker, you will provide a crucial role in delivering a range of brand design assets for both print and digital marketing and communications requirements to meet objectives across the organisation.

Assisting the Marketing Manager you will work across the marketing department, as well as with the lead designers at our creative agency, to help deliver the design requirements for various and numerous projects, often working within the pre-defined brand identity of specific marketing campaigns, whilst always adhering to the master brand guide for the charity.

We're looking for someone who is highly creative, with excellent graphic design skills and a desire to deliver brilliant work. An intuitive understanding of and experience of using brand within design is also key. A good command of the English language and strong communication skills are essential, as is an eye for every detail. You'll enjoy producing clean, typographically elegant, imaginative and impactful work.

The right candidate will also have a high level of empathy for our cause. You'll enjoy being part of and contributing to a busy, experienced, fast-working and dedicated team that is constantly 'punching above its weight'!

You will possess good time management skills to meet all your deadlines whilst juggling multiple projects and shifting priorities. You will also have a positive 'can do' attitude and a personable manner, and will embrace the desire to make a measurable difference.

Experience in marketing, videography and working for a charity would also be beneficial.

Brain Tumour Research is an exciting, innovative, and ambitious charity. We are passionate about finding a cure for brain tumours through the establishment of dedicated Brain Tumour Research Centres of Excellence around the UK.

**Location: Office based in Milton Keynes**

**Salary: Circa £21k**

**Full Time: 35 hours per week**

Reporting to the Director of Marketing and Communications, you will:

- Liaise with the Marketing and Digital Marketing Managers to understand and deliver all iterations of key graphic design assets for our marketing campaigns and other projects within the brand ID of the campaign and charity
- Plan ahead and work with key members of the wider marketing team to ensure you understand the project and tasks required and deadlines to meet
- Have experience and flair for working with Adobe Creative Suite, and the main Microsoft and Apple software programmes
- Support design projects to ensure all internal stakeholders are informed and engaged, and the sign off process is followed consistently and smoothly, and any issues affecting workflow and signoff are communicated back to their line manager in order to identify solutions and minimize any disruption and/or delay
- Make yourself familiar with our image bank and will provide key assistance in helping the digital marketing team deliver and manage an all-new online image library resource
- Build relationships with key internal stakeholders and gain knowledge of how the charity operates
- Also be required to work on layout designs for presentations and key documentation and may be required to create mock-ups/concepts for review
- Support the creation of content specifically for our social media channels and website
- Be confident in providing advice on logo and brand use to other key stakeholders
- Help keep all brand guide documents up to date, working closely with our lead designers
- Explore ways to learn and improve processes and skillsets and identify ways to innovate and expedite the design process to increase output capacity
- Be comfortable attending and interacting in face-to-face meetings as well as video calls on Microsoft Teams and Zoom
- Provide weekly updates and other reports as required by the manager(s)
- Act with integrity and take ownership
- Assist the Marketing team with any other tasks as determined by Director of Marketing and Communications