



THE ROYAL MARSDEN CANCER CHARITY

Job description

Junior Graphic Designer

Job title	Junior Graphic Designer
Salary	Competitive
Hours of work	22.5 per week
Directorate	Marketing and Communications
Accountable to	Director of Marketing and Communications
Responsible to	Graphic Design Manager
Location	Chelsea with occasional travel to Sutton
Liases with	Members of the wider Marketing and Communications team, Charity colleagues, Digital team, internal print room, freelance photographers, external suppliers (print and design), marketing agencies.

1. Job Purpose

To work collaboratively with Marketing and Communications and Charity teams to design, artwork and produce marketing and communication materials for a wide-ranging number of integrated campaigns and projects for The Royal Marsden Cancer Charity.

This role sits in the Marketing and Communications directorate, within the Marketing team, and is a dedicated Charity role.

2. Key areas of responsibility

1. To create, update and typeset a variety of printed and digital materials for The Royal Marsden Cancer Charity in accordance with the Charity brand guidelines using a variety of desktop publishing software, including: Adobe Illustrator, InDesign, Photoshop, Acrobat, Microsoft Word and PowerPoint.
2. To ensure that all design and print materials meet a high design standard and comply with the Charity brand guidelines.
3. To provide support and advice with regards to the print process, ensuring that design work is fit for purpose and can be printed to the highest possible standard.

4. To ensure projects are delivered on time and to a high level of expertise, exercising creative judgment and knowledge and applying this to each project, problem solving where necessary.
5. To provide quality control for all internal and external designed documents, understanding the appropriate finishing standard and print processes for a variety of formats, including but not limited to: flyers, leaflets, flag banners, booklets, perfect bound books, tent cards etc.
6. To follow correct specifications to create digital design assets including images, infographics and twibbons for social media usage
7. To gain a full understanding of each design brief and be clear on its deliverables, meeting deadlines as specified by the project owner.
8. To be prepared for briefing and creative meetings/workshops by printing the necessary artwork, materials, creating design presentations for discussion, or collating samples of print effects and substrates.
9. To attend weekly creative review meetings, contribute and take notes of discussions, and follow up on actions from that meeting in correspondence with the project lead.
10. To be responsible for archiving design work within the appropriate folder and date order.
11. To give advice to colleagues on layout, colour, and general design in accordance with the relevant brand guidelines.
12. To undertake any other relevant duties or projects delegated by the line manager, which are in line with the responsibilities of the post.

3. Confidentiality and Data Protection

- 3.1 All employees of The Royal Marsden Cancer Charity must not, without prior permission, disclose any information regarding patients or staff (please also see the Charity's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal.
- 3.2 All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which comes in to effect from May 2018 and sets out requirements for how organisations will need to handle personal data.

4. Health and Safety

- 4.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and the charities policies on health and safety.

5. Customer Service Excellence

- 5.1 All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, donors, supporters, volunteers and staff with professionalism, respect and dignity.

6. Equality and Diversity Policy

- 6.1 The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

7. No Smoking Policy

- 7.1 There is a no smoking policy at The Royal Marsden Cancer Charity.

8. Review of this Job description

- 8.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organisation.

9. Employee Specification

Candidates must be able to demonstrate	Essential or Desirable	Assessed by
Education/Qualifications		
Degree and/or other relevant graphic design professional qualifications	Essential	Application form
BA honours Graphic Design	Desirable	Application form
Experience		
<ul style="list-style-type: none"> • At least one year's work experience in a graphic design role in house or at a design agency • Experience of delivering to multiple deadlines • Demonstrable experience of delivering artwork and printed documents at a high creative and print standard • To be familiar and competent with the relevant software to skill base • Proven track record for delivering successful design solutions from initial brief to implementation • Knowledge of digital design and both digital and offset printing systems 	Essential	Application form / interview
Experience of working in both a marketing and communications and printing environment and/or in a Charity	Desirable	Application form / interview
Skills Abilities/knowledge		
<ul style="list-style-type: none"> • Excellent computer skills with ability to use Adobe Suite, Indesign, Illustrator, Photoshop, Word, Excel and PowerPoint 	Essential	Application form/Interview/References

<ul style="list-style-type: none"> • Excellent communication skills • To offer a multi-skilled approach to creative briefs and show a willingness to learn new skill-sets • To be able to visualise creative ideas in an engaging and understandable way • Ability to work confidently with a variety of internal departments and external agencies (print / design) • Ability to manage and co-ordinate numerous projects to tight timescales • Knowledge of digital printing equipment • Ability to work effectively as part of a team • Ability to work independently, to seize initiative and run with projects • Knowledge of creative design principles - showing excellent creative appreciation • Digital experience 		
<ul style="list-style-type: none"> • Basic knowledge of marketing • Production awareness with experience of all forms of print • Methodical worker - with excellent organisation skills and a keen eye for detail • Specialist knowledge of colour and composition • Numerate • Understanding of paper stock and appropriate uses 	Desirable	Application form/interview/references
Other Requirements		
Reliable, diplomatic and professional	Essential	Interview and references

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.