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| Job Title | Senior Creative (part-time and 12-month fixed-term contract) |
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| **Directorate** | Marketing and Communications |
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| **Accountable to** | Director of Marketing and Communications |
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| **Responsible to** | Creative Manager |

About Us

The Royal Marsden Cancer Charity raises money to improve the lives of people affected by cancer. We ensure The Royal Marsden’s nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, in 2023 the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital’s Sutton site.

We are currently working closely with the hospital on plans for a new major redevelopment of our Chelsea site, including a substantial capital appeal. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital’s work to improve the lives of cancer patients.

The Creative Team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

The Creative team is a fun, friendly and high performing team. It consists of designers and videographers working across the Charity, Trust and Private Care. There are two dedicated Charity creative roles that work on a variety of Charity projects for multiple audiences, for example supporters, high-value donors, patients and staff.

Job Purpose

To work collaboratively with Marketing and Communications and Charity teams to understand and respond to the brief, design, artwork and produce marketing and communication materials for integrated campaigns and projects for The Royal Marsden Cancer Charity. This includes providing creative direction and guidance to support better brand consistency across all channels and assets such as print, digital, photography and video. This role will be key in supporting the development and implementation of an update to our brand in 2026.

Whilst this role sits in the Marketing Team in the Trust, the postholder will be employed by the Royal Marsden Cancer Charity and is a dedicated Charity role.

Working Relationships

Members of the wider Marketing and Communications team, Charity colleagues, digital team, internal print room, freelance photographers, external suppliers (print and design), marketing agencies.

Key Areas of Responsibility

* 1. Line managing one person: the Charity Designer. Includes monthly review meetings, annual performance reviews and weekly 121s.
	2. Provide strategic brand guidance and creative direction across the organisation. Including finding opportunities for, and driving, improved brand consistency across digital, print, photography, video - as well as ensuring all brand assets support respective guidelines.
	3. Excellent understanding of various production processes across multiple channels, able to deal with suppliers and internal colleagues confidently to get formats and processes agreed.
	4. Ability to understand and respond to briefs, including preparing and presenting creative ideas to a range of internal stakeholders as and when required, ensuring feedback is taken into account and buy-in obtained.
	5. Play an integral part in the design process from conceptualising ideas with simplicity to final development, creating engaging marketing campaigns across various business areas, from concept to delivery.
	6. Work collaboratively with colleagues, providing strategic creative support to enable best in class work, that supports brief requirements.
	7. Lead and manage the design of logos, advertisements, brochures and many other forms of visual communication across multiple channels.
	8. To undertake any other relevant duties or projects delegated by the line manager, which are in line with the responsibilities of the post.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the Charity.

Person Specification

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| **Candidates must be able to demonstrate** | **Essential (E) or Desirable (D)** |
| **Qualifications & Training** |  |
| *Degree and/or other relevant graphic design professional qualifications or equivalent knowledge and skills gained through work experience* | Essential (E) |
|  |  |
| **Experience and knowledge** |  |
| *Proven people management skills with p*revious *experience of managing*  | Essential (E) |
| *Experience of strategic brand design and production*  | Essential (E) |
| *Managing and co-ordinating multiple projects to time* | Essential (E) |
| *Strong experience of being able to deliver artwork and printed documents to a high creative and print standard* | Essential (E) |
| *Proven track record of leading creative briefs and campaigns from initial brief through to implementation and review* | Essential (E) |
| *Excellent knowledge of digital design, accessibility and both digital and offset printing systems* | Essential (E) |
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| *Experience of working in both a marketing and communications team and a Charity* | Desirable (D) |
| **Key competencies** |  |
| *Excellent computer skills with ability to use Adobe Suite, InDesign, Illustrator, Photoshop, Word, Excel and PowerPoint* | Essential (E) |
| *Knowledge and understanding of Adobe After Effects* | Essential (E) |
| *Excellent communication skills with strong presentations skills and the ability to share ideas with colleagues and key stakeholders* | Essential (E) |
| *Offer a multi-skilled approach to creative briefs and show a willingness to learn new skill sets* | Essential (E) |
| *To be able to visualise creative ideas in an engaging and understandable way* | Essential (E) |
| *Ability to work confidently with a variety of internal departments and external agencies (print / design)* | Essential (E) |
| *Ability to lead on larger projects, including robust project management and clear communication with key stakeholders* | Essential (E) |
| *Able to work effectively as part of a team* | Essential (E) |
| *Able to work independently, to seize initiative and run with projects* | Essential (E) |
| *Excellent knowledge of creative design principles and brand appreciation* | Essential (E) |
|  |  |
| *Knowledge of marketing* | Desirable (D) |
| *Production awareness with experience of all forms of print and digital* | Desirable (D) |
| *Highly organised and methodical worker – with excellent organisation skills and a keen eye for detail* | Desirable (D) |

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

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| Salary | £25,200 per year pro-rata |
| Contract Type | Fixed-term contract (one-year) |
| Hours of Work | 22.5 per week (3-days) |
| Location | Hybrid working, with a mix of office and home working, based at our Chelsea site, with occasional working from Sutton site. |
| Benefits | 27 days annual leave allowances plus bank holidays (pro rata’d for part time employees), contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details. |

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

* Bright modern office in Chelsea, a short walk from South Kensington station.
* Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
* On-site subsidised canteens.

Pay and Pension

* Competitive salaries benchmarked against the market with annual increases.
* Auto- enrolment in our Aviva pension scheme from day one.
* Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

 Work-Life Balance

* Enhanced occupational maternity and adoption leave and pay.
* Flexible working options to support those with caring responsibilities

 Holidays and Time Off

* 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
* Entitlement rising to 29 days (pro rata for part time staff) after five years’ service.
* Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

* Self -referral to a confidential counselling service for work related or personal reasons.
* Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
* Free sight test every two years and contribution towards any glasses required for work purposes.
* Generous paid sick leave based on service.
* For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

* Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
* Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
* Provision of laptop to work from home.