



# Design Assistant

**Salary: £18,500**

---

We are not just a creative agency. We are Engaging Education.

We are experts in creative services, working with local authorities, businesses, Multi Academy Trusts (MATs), national organisations, charities, schools and more to create campaigns that transform lives.

We're looking for a Design Assistant to support our growing Design Team.

## Position Overview

As a Design Assistant, your work will be essential in keeping the Design Team going. You'll get to work on visual communication materials from a range of clients across the sector, from print materials to digital assets.

This is an exciting opportunity for someone who:

- Knows their way around the Adobe Creative Suite, ideally with a degree in Graphic Design or similar.
- Is keen to apply their knowledge and develop their skills in an energetic team.
- Is prepared to try new things and bring fresh ideas.
- Wants to work on projects that make a real difference to lives across the UK.

## Key Responsibilities

- Liaising with Projects and Partnership Managers (and communicating directly with clients where appropriate) to understand and deliver projects in line with client needs.
- Preparing files to send to print suppliers (e.g., postcards, booklets, large-scale interiors).
- Leading on updating materials for a range of clients.
- Supporting the Design Team by setting up files and producing ideas/concepts.
- Working on documentation jobs (e.g., inputting data into key communication materials).
- Using company systems to ensure quality and attention to detail.
- Communicating design decisions internally.
- Creating mock-ups/concept presentations for clients to review.
- Producing engaging content for our social media channels and website.
- Applying strong working knowledge of the Adobe Creative Suite (Illustrator/InDesign and Photoshop).