

Job description

Creative Assistant

Full Time

Job Purpose

To provide internal creative support to the World Land Trust's (WLT) Communications and Development teams. In the role you will be working on both printed and digital content to provide WLT with vibrant, engaging and coherent communications. You will also provide support with the implementation of WLT's social media strategy and the maintenance of its media resource.

Main duties and responsibilities

- Work on creative concepts with Communications team for World Land Trust publications.
- The production of artwork for both print and digital communications.
- Assist with the production of content for social media campaigns.
- Support the production of unique and inspiring donor presentations.
- Help produce basic videos.
- Maintain photography archives and image files etc. in line with company policy.

This job description is not definitive and you may be required to carry out additional or alternative work from time to time, as may be deemed necessary.

Line Manager: Head of Communications

Person specification

Formal qualifications

- Qualification in design

Experience and knowledge

- Adobe Creative Suite – Illustrator, Photoshop, Indesign
- Knowledge of Social media channels

Abilities and skills

- Problem solve where necessary to achieve the end goal
- Work to deadlines and manage work load
- Creative thinker who is always full of ideas
- Competent English, written and spoken
- Self-starter, diligent, reliable, enthusiastic
- Some knowledge of photography, along with basic video editing experience would be desirable

Requirements for application (eg. presentation/examples of work etc)

- Strong creative design portfolio to demonstrate ability and/or potential for the role.