

## **JOB DESCRIPTION**

**Job Title: DTP/Design Assistant**

**Department: External Communications**

**Reports To: Senior Communications Manager**

**Direct Reports: None**

**Indirect Reports: None**

### **Background:**

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

### **Job Purpose:**

We are seeking a desktop-publishing/design assistant for three months who would like to gain experience from working in busy international communications team for a global development charity. The main purpose of the role will be to assist in the design and layout of top quality publications and documents using Adobe InDesign 5.5 for both print and web. There will be learning opportunities around building up the organisation's publications and written resources, and scope to produce top quality designed products in-house. The right candidate will also have opportunities to attend meetings on media and development with experts in the field and participate in a number of media related projects and activities.

The DTP/Design Assistant will have the ability to use Adobe InDesign 5.5, a great eye for visualising designs and creating concepts for projects and a high level of accuracy and attention to detail. Ideally he/she will also have knowledge of photo-library systems (e.g. Flickr). We are looking for a focused and quick worker with excellent organisational skills, the ability to multi-task and meet critical deadlines. The ability to use Photoshop, and/or other multimedia applications is also desirable.

### **Key Accountabilities:**

- Overall design and layout of materials for a range of projects and activities for print and web

- Editing and layout of reports and updates of existing products
- Development of templates of for on-going design formats

#### **Team Support**

- Contribute to the smooth running of the External Communications team and deal with queries by phone and in person
- Contribute to the maintenance of administrative systems and procedures
- Provide support to other External Communications team members as required by the Senior Communications Manager
- Actively work within the policies and ethos of the organisation, including the Equal Opportunities and Health & Safety policies

### **PERSON SPECIFICATION**

#### **Essential**

- Qualifications/training in Adobe design software (inDesign, Photoshop, Illustrator), print design, desktop publishing, or similar, or equivalent work experience
- A sound knowledge and experience of using of Adobe InDesign 5.5
- Excellent knowledge of print design
- Good knowledge of photo-library/sharing systems (especially Flickr)

#### **Desirable**

- Sound knowledge of PhotoShop and Illustrator
- Knowledge of publishing platforms such as Wordpress
- Experience of PowerPoint presentation design
- Proven team skills, including flexibility and enthusiasm
- Familiarity with website CMS (Content Management System)

#### **Work Based Skills and Competencies:**

##### **Essential**

- High level of accuracy and attention to detail
- Good written and verbal communication skills
- Proficient in Microsoft Office, especially Word
- Highly organised
- Ability to manage a busy workload with fluctuating deadlines

##### **Desirable**

- Experience of working for an international not for profit organisation
- Experience of working with new media and social networking sites