

CANDIDATE INFORMATION PACK

World Cancer Research Fund



Creative Design Assistant

Closing date: 5pm, Friday 13th August 2021

This pack includes:

- **WELCOME LETTER**
- **ABOUT THE ROLE**
- **JOB DESCRIPTION**
- **PERSON SPECIFICATION**
- **TERMS & CONDITIONS**
- **HOW TO APPLY**
- **EQUAL OPPORTUNITY MONITORING FORM**
- **JOB APPLICANT PRIVACY POLICY**

For more information about the organisation please visit our website: www.wcrf-uk.org

WELCOME

If you're passionate about healthy living and health promotion, and want to see a world where no one develops a preventable cancer, why not consider joining us at World Cancer Research Fund?

Cancer currently affects one in two people in the UK but, as the cancer prevention experts, we know that about 40 per cent of cancers could be prevented.

World Cancer Research Fund champions the latest and most authoritative scientific research from around the world on cancer prevention and survival through diet, weight and physical activity, so that we can empower people to make informed lifestyle choices to reduce their cancer risk.

We are a member of the World Cancer Research Fund network of cancer prevention charities based in Europe, the Americas and Asia. As a network, we are a leading authority on cancer prevention through diet, weight and physical activity.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum one page), and a PDF or slides with **no more than 3** samples of recent work and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf-uk.org

On behalf of World Cancer Research Fund we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources

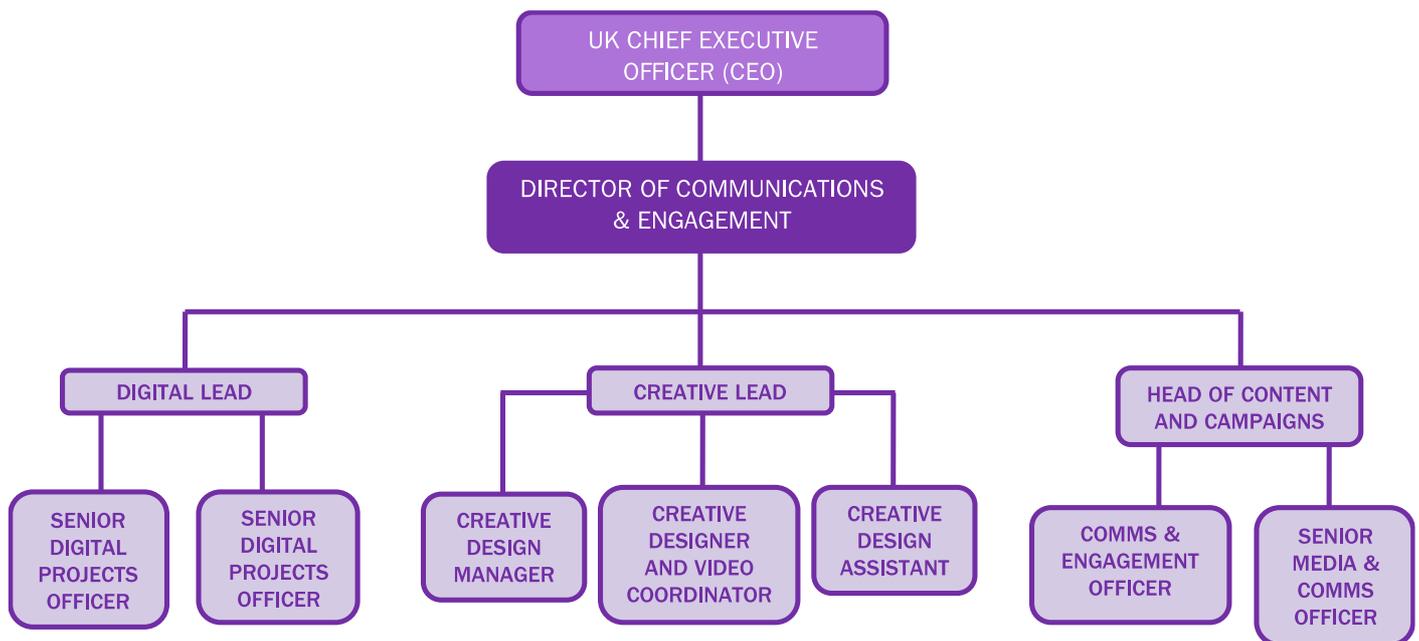
ABOUT THE ROLE

We are seeking a Creative Design Assistant who will be responsible for supporting the creative design work behind the promotion and articulation of World Cancer Research Fund's work and brand.

Who you will be working with:

You will be a part of the Creative Design Team and working within World Cancer Research Fund's Communications and Engagement Department.

World Cancer Research Fund's Communications and Engagement Department:



What we are looking for:

- A passion for design and a good eye for identifying appropriate imagery
- Experience of InDesign, Illustrator, Photoshop, Acrobat and video-editing software
- Strong attention to detail and good project administration skills
- Someone who is ready to build on their learning and skills in print and digital production
- A desire to learn from, and support, a strong creative design team
- An effective communicator, listener and all-round team player
- An interest in cancer research, health matters and public health

JOB DESCRIPTION

Job title	Creative Design Assistant
Department	Communications & Engagement
Reporting to	Creative Lead
Contract	2-year Fixed Term contract
Location	London N1
Hours	22.5hrs (3 days) per week – part time
Salary	FTE: £25,000 pro-rata, plus benefits

Department description
The Communications & Engagement Dept. is at the strategic heart of World Cancer Research Fund with a strong reputation throughout the organisation. The team takes a lead role in planning and co-ordinating the promotion of the charity's research, health information and fundraising activities through a range of digital, online and media communication channels.
Main purpose of the role
Working within the Creative Design Team, the Creative Design Assistant will assist with the preparation of materials for print and digital outputs on a wide variety of publications and projects. There is a strong administrative side to the role which involves the digital archiving and management of assets and helping maintain a photographic library including sourcing new material.
This position will report to the Creative Lead, but a lot of the day-to-day interaction and support work will be with the Creative Designer and Video Coordinator (who also reports to the Creative Lead). The role will also involve work and engagement with members of the Communications & Engagement, Health Information, Fundraising and Science departments.

Main duties and responsibilities

A	Production
1	Assistance with the preparation of artwork for print and digital outputs – ensuring files, colours and images are in the correct format and resolution, understanding the various techniques and technologies used in print and digital production
2	Provide a photographic support to the organisation – when required, taking photographs of staff members, presentations, liaison visits or external publication-related features
3	Assist with tracking and monitoring the progress of current work in production, liaising with relevant team members on the status
4	Sourcing competitive quotes from suppliers, liaising with the Department Lead to ensure cost-effectiveness and quality control, and as required researching and sourcing new suppliers
5	Help prepare briefs and specifications and supply assets for external suppliers such as illustration, photography and video as needed

6	On occasion, assist with film shoots and photoshoots – responsibilities may include organising and sorting equipment and various items needed; scheduling arrangements; organising and liaising with relevant staff; assist with equipment/item logistics; help with set-up and ensuring sets are kept clear and tidy; purchasing items (such as ingredients for recipe shoots) managing petty cash; help transcribing scripts; other duties as required
7	Assist the Creative Designer and Video Coordinator with helping colleagues use film or photographic equipment by other staff members
B	Design
1	Using Mac-based Adobe CC Suite (InDesign, Photoshop, Illustrator, Acrobat), assist and support with the production of graphic design/artwork for use in the presentation of the organisation’s online and offline publications and promotional materials for WCRF UK and WCRF International
2	Provide a design support service to the Creative Design Team to assist with research, design development and in elements of finalising projects – saving various outputs and creating product variants. Assisting on general departmental tasks such as preparing visuals, assembling mock-ups or in-house printing
3	Using InDesign to amend existing artwork, incorporating colleagues’ feedback to amend accordingly. Preparing artwork for both web and print. Checking final layouts and proofs to ensure production of accurate and high-quality work
4	To edit images and graphics using Photoshop and Illustrator
5	Assist with requests from the Press & Content and Digital teams with digital outputs – eNews, Blogs, social media, website, press related imagery etc. to ensure a consistent visual representation of WCRF
6	Assist with the development, preparation and delivery of video proposals – undertake basic research, help with storyboards and example graphics/mock-ups
7	Ensure all creative online and offline work adheres to brand guidelines and all artwork outputs for the WCRF brand are represented to the highest creative standards, maintaining brand consistency and relevant industry design standards
C	Administration
1	Using Adobe Bridge, help develop and maintain the WCRF photographic library – keeping images up-to-date, tagging, cataloguing, checking licenses, and use within GDPR guidelines
2	Assist with the organisation and archiving of video assets – cataloguing, filing, labelling, tagging
3	Carry out image and asset library searches as required and maintain the correct use of images, fonts and other assets with regards to copyright and licensing
4	Input to team processes and procedures, helping develop and update key departmental documents
5	Delivering quality work in a fast-paced environment and taking an active role prioritising tasks and ensuring upcoming deadlines are met. Time management skills and the ability to work on multiple tasks simultaneously to deliver what is needed for the organisation while maintaining fast and accurate communication
6	Contribute to maintaining the branded materials archive of work – filing systems, images and artwork to ensure good housekeeping in the Design team
D	Other
1	Work closely and collaboratively with colleagues across WCRF so that we are able to produce accurate, high quality, informative work that is produced in accordance with approved departmental and/or organisational standards, values, behavioural and other best practices
2	Develop technical skills and stay up-to-date with the latest social media, cultural trends, timely news stories, software changes etc., and new ideas and developments relevant to our message. developing skills accordingly and sharing inspiration and best practice with the team
3	Attendance at any other cross departmental working group meetings as required
4	Occasional attendance at relevant design seminars and conferences

5	To carry out any other duties that may reasonably be required in the light of the main purpose of the job as directed by the Creative Lead and other duties as assigned, to support the mission of the organisation. Contributing to team efforts by accomplishing tasks as needed
----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
Experience	Proven track record of Graphic Design experience including the use of a variety of Adobe Creative Suite applications (InDesign, Photoshop, Illustrator, Acrobat)	✓	✓	✓
	Experience of checking and correction of proofs and awareness of cost implications of proofs and amendments	✓		✓
	Demonstrable experience of organising and administering office systems	✓		✓
	Experience of editing, cataloguing and tagging images and graphics	✓	✓	✓
	Experience with amending and adapting illustrations and graphics using Illustrator	✓		✓
	Experience of working with Microsoft Office for development of templates and presentations	✓		✓
	Basic knowledge or experience (preferably) using Adobe Premiere Pro or similar video-editing software	✓		✓
	Experience of previously working in a multidisciplinary team environment would be beneficial	✓		✓
Knowledge and technical skills	Thorough knowledge and experience in a wide range of graphic design techniques and the various techniques and technologies used in print and digital production	✓	✓	✓
	A strong interest, knowledge and understanding of photography with an eye for identifying good quality imagery, including understanding of composition, brand suitability and relevance	✓	✓	✓
	Strong typographic and layout skills	✓	✓	✓
	Extensive knowledge of Macintosh systems (hardware and software)	✓		✓
	A working knowledge of Microsoft packages, (Powerpoint, Word)	✓		✓

	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar	✓		✓
Personal attributes	Organised and methodical with high level of accuracy and keen attention to detail	✓		✓
	Ability to communicate effectively, both verbally and in writing, presenting information using a variety of approaches to a diverse range of people, to achieve a positive impact and understanding	✓		✓
	Willingness to keep up to date with new technology and industry standards and to be able to spot new opportunities relevant to this role as they arise	✓		✓
	Ability to generate new ideas and to explore new and better ways of doing things, responsive to a range of requests and changing circumstances	✓		✓
	Ability to plan and prioritise conflicting activities to achieve team objectives within agreed deadlines, resourceful with a keen eye for detail and accuracy	✓		✓
	Ability to work on own initiative, think quickly, analytically, logically and proactively seeking solutions to problems	✓		✓
	Ability to work co-operatively and supportively with colleagues developing positive, open working relationships both within own team, across the organisation and offer an efficient, friendly and professional customer service	✓		✓
	Ability to achieve a high output, whilst maintaining a high level of quality and demonstrate patience and perseverance when faced with setbacks and problems	✓		✓
	An interest and commitment to healthy living, health promotion and health-related organisations and nutrition	✓		✓
Education and qualifications	Educated to degree level or equivalent with a professional graphic design qualification	✓		✓

TERMS & CONDITIONS

Salaries

World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.30pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.30am and 10.00am (8.00am and 10.00am Monday and Friday) and leave between 4.30pm and 7.00pm (4.00pm and 7.00pm Monday and Friday). The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

World Cancer Research Fund's annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave

For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line.

Development opportunities

World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.

HOW TO APPLY

Recruitment timetable

Closing date for applications:	5pm, 13 th August 2021
First interviews:	w/c 23 rd August 2021
Second interviews (if required):	w/c 30 th August 2021

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum one page) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
-------------------	--

Please tick the appropriate boxes below:

GENDER

Male		Female	
------	--	--------	--

DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	
-----	--	----	--

ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	
Black – African	
Black – Caribbean	
Black – Other (please specify)	
Chinese	

Indian	
Irish	
Pakistani	
White	
Other (please specify)	

.....

NATIONALITY

UK	
Other (please specify)	

.....

Thank you for answering these questions.

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.