

# Junior Designer

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Junior Designer

## Position in the organisation

Reports to the Creative Designer

Part of the Creative Team

Part of the Income and Engagement Team

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

As a Junior Designer, you will support the delivery of high-quality creative assets that bring Alzheimer's Society's brand, fundraising campaigns and organisational messages to life. Working as part of the Creative team, you will produce artwork, adapt existing creative concepts and prepare visual materials for digital and print channels, ensuring accuracy, consistency and alignment with brand guidelines.

You will collaborate with designers, content teams and digital colleagues to deliver timely, well-crafted assets that meet the needs of diverse audiences. With strong attention to detail and a commitment to accessibility and inclusivity, you will help ensure our creative outputs uphold the highest standards and contribute to impactful, user-centred experiences.

This role provides an excellent opportunity to develop creative and technical skills within a supportive, fast-paced environment, contributing to meaningful work that supports people affected by dementia.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Produce artwork and visual assets following established brand guidelines and creative direction.
- Work alongside the wider creative team to answer creative and artwork briefs with innovative and creative concepts and artwork.
- Adapt and resize existing creative concepts into various formats (e.g., social graphics, posters, leaflets, banners, email assets).
- Support the preparation of files for print and digital delivery, ensuring accuracy, consistency and technical compliance.
- Ensure all artwork meets accessibility standards, including colour contrast, layout clarity and inclusive design practices.
- Work closely with stakeholders to ensure creative assets align with wider campaign and content plans.

- Ensure all creative output consistently reflects Alzheimer’s Society’s brand identity, tone and visual standards.
- Conduct quality checks on creative before delivery, ensuring high production standards and error-free output.
- Contribute to the upkeep and development of brand templates, asset libraries and design systems.
- Continually develop design and artwork skills through training and new tools.
- Ensure all design and artwork activity complies with data protection, brand governance and organisational policies.

## We are looking for someone who can...

- Adhere to all the Society’s service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society’s health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society’s management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

| Skills & knowledge  | Application (A) or Interview (I) |
|---|----------------------------------|
| Demonstrable experience of traffic management in a fast paced, pressured, high output environment                                 | A/I                              |
| Strong understanding of creative workflow systems and processes   | A/I                              |
| Excellent relationship building skills, being able to translate complicated creative terminology into accessible language for all | A/I                              |
| Strong project and time management skills, with the ability to prioritise, work under pressure and manage numerous deadlines      | A/I                              |

|  |     |
|--|-----|
| Ability to remain calm and focused under pressure, confident in making sound decisions and recommendations | A/I |
| A pragmatic approach to problem solving issues that may arise  | A/I |
| Strong multitasking abilities and prioritisation   | A/I |

| Competencies & personal attributes   | Application (A) or interview (I) |
|--|----------------------------------|
| Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves. | A/I                              |
| Be a self-starter and incredibly motivated.  | A/I                              |
| Excellent organisational and timekeeping skills.   | A/I                              |
| Excellent attention to detail.   | A/I                              |
| Non-judgemental communication  | A/I                              |
| Commitment to and understanding of equal opportunities   | A/I                              |
| Understanding of the inclusion agenda and its relevance within a diverse society                                 | A/I                              |

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# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave