

Person Specification: Design Assistant

Attributes	Essential requirements	Desirable requirements
Educational qualifications	<p>GCSE grades in English and Maths</p> <p>Educated to A-Levels or equivalent</p> <p>Experience in Adobe Illustrator, Photoshop and InDesign</p>	<p>Educated to degree level or equivalent.</p> <p>Experience in video editing</p>
Experience/ knowledge	<p>Excellent IT skills including MS office suite and experience of working with databases</p> <p>Experience working to a design brief and in keeping with organisational style</p>	<p>Breadth of design experience across both print and online</p> <p>Experience of working in a small charity or voluntary organisation.</p> <p>Previous experience of creating digital content for social media</p>
Skills / personal requirements	<p>Passionate about delivering amazing events throughout the year</p> <p>Highly motivated & ambitious</p> <p>Superb organisational and administrative skills with good attention to detail</p> <p>An ability to work under pressure and a practical approach to problem solving</p> <p>Excellent interpersonal skills and an ability to communicate clearly.</p> <p>Ability to work on own initiative, to deadlines, and in a flexible, pro-active way.</p> <p>Ability to work as part of a dedicated team.</p> <p>A sense of humour.</p> <p>Employment rights to work in the UK.</p> <p>A full UK driving licence.</p>	<p>An understanding of, and sympathy with, The Wave Project's work and overall aims</p>