

JOB TITLE	Creative Designer
REPORTS TO	Operations Manager
LOCATION	Home based
HOURS	15 Hours p/w
SALARY	£29,250 FTE (Pro-rata)
CONTRACT TYPE	Maternity Cover - 12 month FTC Starting mid-October 2026 (although some flexibility may be available for the right candidate)



Down Syndrome UK

Down Syndrome UK (DSUK) is a vibrant proactive national charity working with over 5,000 families across the UK with a child with Down syndrome of preschool and primary school age.

Primarily known for our initiative Positive about Down syndrome (PADS), we provide information and support to expectant and new parents, training to medical practitioners, and resources to maternity units and schools. DSUK also works extensively around supporting children to become toilet trained, under our initiative #pants4school.

In addition, we lobby and campaign for equality for people with Down syndrome. DSUK was created by and for parents of children and young people with Down syndrome.

To apply for this role, please email your CV and cover letter to: operationsmanager@downsyndromeuk.co.uk by midday Monday 5th October.



Responsibilities

Responsibilities include, but are not limited to:

- To be responsible for the design and creation of printed, digital, and online resources for DSUK.
- To plan and design content for campaigns, interpreting and carrying out briefs from concept to final delivery.
- To develop briefs verbally and work from draft content to create engaging and vibrant, on-brand presentations and documents.
- To produce distinctive content for a variety of platforms.
- Ensure designs are visually appealing and demonstrate the respective initiative of DSUK's brand.
- To create engaging copy for campaigns and copy for a range of publications and platforms following DSUK brand style guidelines.
- To amend developed designs after proposing for feedback, ensuring all resources are proofread prior to sending for approval.
- To ensure all outputs are of the highest standard.
- To follow DSUK branding and produce resources to the required standard and specification.
- To help maintain and evolve brand guidelines to ensure consistency across all channels.
- To provide support across presentation needs and work closely with the team of employees and volunteers, to produce a range of high-quality presentations to guidelines and timelines.
- To work on other material including design for web, social media, and other internal and external communications channels as required.
- To ensure all resources are reviewed and updated at specified frequency - generally annually.
- To maintain an up-to-date directory of all resources, accessible to relevant DSUK employees, volunteers, and freelance staff.
- To ensure the latest version of each resource is available externally.
- To monitor and manage time spent on projects to ensure cost effectiveness.
- To provide technical expertise relating to print projects, as well as up-to-date knowledge on the latest digital media processes.
- To actively communicate with your manager and provide frequent updates of work completed.
- To be accountable for the quality of your work and ensure it meets intended purposes and to standard.
- To organise and manage time to prioritise tasks and meet the required deadlines to ensure the needs of the charity are met.

Essential

- **Good working knowledge of Canva and Microsoft office suite.**

Desired

- **Basic video editing**
- **WordPress editing skills**
- **Knowledge of or personal experience with Down syndrome**
- **Charity brand design experience**