

Digital and Direct Marketing Team Design Assistant Intern

The Creative and Design Team's role, within Digital & Direct Marketing is to support British Business Bank design and creative outputs (both online and offline) directly to our customers. The Design Assistant Intern will provide support and work alongside 2 designers in-house, who lead the creative and conceptual design work across each area of the business including but not limited to: British Business Bank, Finance Hub, START UP LOANS, British Business Investments and British Patient Capital.

We are looking for a brilliant Design Assistant to provide strong support to our designers by:

- Using Adobe CC (resizing images, looking for brand compliment images on Shutterstock etc.)
- Research and recommend new ideas (new trends, best practises)
- Help the team with photo or video equipment and software (providing training to BBB users, when lights and camera setup up might be required)
- Help create assets for digital advertising (google web designer ideally)
- Work with us on creating design to WCAG2 accessibility requirements
- Review and write design briefs
- Support DAhL – our digital asset library as a super user, provide training to external agencies if needed.
- Support distribution and update of design tickets
- Track data on design jobs in pipeline and help on design reporting
- Manage smaller design jobs for example for example banners, event material etc.