

Key information	
Job title	DP Design Specialist
Department:	Secretarial Services
Team:	Document Production
Reports to:	DP Team Leader
Hours:	Monday to Friday 9.30am – 5.30pm

## Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

**Forsters: Closer connections. Exceptional results.**



## What sort of work?

As the DP Design Specialist, you will be one of our principal brand guardians, responsible for ensuring that our marketing and business development collateral supports and delivers against the firm's business development objective to be a leader in its chosen areas of focus. With knowledge and experience working across print as well as digital, we will rely on you to bring fresh and creative ideas and solutions to projects while always ensuring content is delivered on brand.

You will collaborate with a wide range of people at all levels, working closely with our Marketing and Business Development team, partners, associates and others, both in your own and other business support teams, to reach the firm's target audience in core sectors, via print and digital channels.

Core aspects of the role include, but are not limited to:

- Taking project briefs from internal stakeholders to determine design requirements, advising on process and timescales and clearly presenting concepts
- Designing and producing a wide range of print and digital-based core marketing materials, including client bulletins and briefings, brochures, pitches, guides and co-branded articles. You might also get involved in advertising, event materials, banner/exhibition stands, social media and web assets, presentations, business development materials, promotional goods, posters, flyers and other ad hoc projects as necessary
- Maintaining asset libraries containing both brand-compliant imagery and staff/office reportage photography e.g. leavers and joiners
- Working with internal and external print suppliers to produce materials in a timely manner, ensuring that production deadlines are met
- Working with an external designer should the need arise
- Maintaining the firm's brand guidelines, including advising colleagues on best practice; working closely with the Marketing and Business Development team to ensure that the guidelines evolve in line with the firm's growth and needs
- Exploring new creative ideas and opportunities, pushing the brand with innovative design concepts, whilst ensuring that all marketing collateral (external and internal) reflects the firm's brand attributes and conveys key messaging in a professional manner
- Monitoring print and digital trends, including competitor activity, and recommending developments the firm could take forward
- Collaborating across teams and departments to ensure that designs meet business development objectives while adhering to the firm's brand standards

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## Why this team?

We are leaders in our field, and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

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## What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

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## Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

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## Skills required:

- 3-5 years of professional design experience in the professional services or financial services industries
  - Excellent corporate design skills and a deep understanding of branding best practices
  - Solid visual foundation with superior understanding of design principles, grid structures, typography and clean aesthetics
  - Proficiency in relevant design software packages including (e.g. Microsoft office suite, InDesign, Photoshop, Canva and Illustrator)
  - Ability to design for both digital and print media
  - Calm, efficient and organised approach with the ability to prioritise workload, handle shifting priorities, meet demanding deadlines and manage multiple projects simultaneously
  - Working closely with the DP Assistant Manager to manage design deadlines
  - Motivated and pro-active with a 'can-do' approach
  - Ability to interact with people at all levels
  - Excellent verbal and written communication and interpersonal skills
  - Good attention to detail. Accurate and thorough
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## Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

[www.forsters.co.uk](http://www.forsters.co.uk)

