

Job description

Job title	Graphic Designer
Service	Marketing and Communications
Base	Brighton - Remote
Hours	37.5
SCP	25-28 (£25,774.42 - £28,116.74)
Reports to	Graphic Design Lead
Purpose of job	To produce high-quality design and marketing materials to support the work of the marketing and communications team, local Change Grow Live services, and the wider organisation.

Key responsibilities:

To work with the Content team to design print and digital materials for national communications, with guidance and direction from the Graphic Design Lead when necessary.

To work with the Communications Partnership team to design print and digital materials for our regional and local services, with guidance and direction from the Graphic Design Lead when necessary.

To work with the Internal Communications team to create or source and supply digital assets for internal communications, with guidance and direction from the Graphic Design Lead when necessary.

To assess and respond to general design requests and queries, and supply assets and brand guidance as appropriate.

To design and supply professional presentations, templates, flow charts, diagrams, and interactive pdfs for teams across our central services when appropriate.

To assist on photoshoots and filmshoots with guidance and direction from the Graphic Design Lead.

To liaise with external agencies, freelancers and suppliers to approve designs and print-ready artwork, and ensure all materials follow the brand guidelines.

To work with the Graphic Design Lead to support the development of the Change Grow Live brand.

To work closely with the Marketing and Communications team to ensure the organisation understands the importance of our brand and uses materials correctly.

To collaborate with the Marketing and Communications team to help achieve the team strategy and work plan.

Person specification:**Essential criteria:**

- Ability to create and develop designs from initial concept through to final product.
- Very good working knowledge of Adobe CC particularly InDesign, Illustrator, Photoshop and Acrobat Pro.
- Good working knowledge of Microsoft Office, particularly PowerPoint and Word.
- Confident experience of sourcing and editing photography.
- Very good working knowledge of print design processes from artwork to production.
- Experience of working on high profile brands in a design agency or a complex brand in an in-house position.
- Experience liaising with external agencies, freelancers and printers.
- Excellent attention to detail.
- Good written and verbal communication skills.
- Ability to prioritise and work to tight deadlines.
- Ability to work flexibly - as part of a team and independently.
- Good knowledge of accessibility standards.
- A commitment to the principles of equal opportunity and diversity.
- A desire to continue to learn from others in the team and in the industry, and be receptive to new ideas and approaches.

Desirable criteria:

Experience of working in the third sector.

Experience of working with project management/Kanban-style software applications.

Experience of creating and/or editing videos for websites and social media.

Experience and/or knowledge of UX and web design.

Experience and/or knowledge of motion graphics software and processes.

Qualifications:

Relevant degree-level qualification(s) or the equivalent experience.