**Job Description**

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| **Summary** | | |
| Job Title | Graphic Designer | |
| Department | Communications | |
| Location | Manchester, UK | |
| Full-time/Part-time/Job Share | Full Time | |
| Reporting To | Communications Manager | |
| Direct Reports | None | |
| Job Purpose | Help tell the story of Hope for Justice and the modern day slaves we rescue. This is a movement of people united by the audacious belief that we can end slavery in our lifetime. Our Comms Team creates world-class materials that communicate our pioneering programmes, inspire a generation to act and share the stories of some of the most courageous and resilient survivors on the planet.  We’re looking for someone who breathes ideas and speaks fluent Adobe to design for a broad range of communications. From rich, multi-channel digital content that inspires audiences to simple yet powerful graphics that communicate key messages, you will shape how the world sees both us and the people we serve. | |
| **Duties & Responsibilities** | | |
| 1. **Digital Design**  * This role will have a focus on digital design so we’re looking for someone who embraces social media and feels just at home with pixels as with pens.   Can you create engaging designs that are married to the brand but constantly fresh?  The mix will include:   * Email campaigns * Web/online design * Social Media * Film * Point Of Sale * Print campaigns (more on this later…)  1. **People Skills and Project Practicalities**  * You’ll need to be great with people, confidently working in collaboration with team members across the globe at every level. You’ll need to generate ideas and explain concepts as well as work to a brief and give and receive constructive feedback. * You’ll need to understand development challenges and proactively identify solutions whilst keeping key messages/charity aims in mind. * Work as an integral part of the Comms Team developing and innovating Hope for Justice’s content.  1. **Print Design**  * Create layouts and graphics and source and edit images for print projects, including our annual report and captivating event materials, booklets and exhibition banners. * Create fully print-ready artwork independently. * Re-purpose digital assets for offline use and vice versa to maximize on great content. * Be an evangelist for our brand guidelines and live to adhere to them.  1. **Printer Coordination**  * Liaise with printers to obtain/negotiate quotes for upcoming jobs. * Create Purchase Orders as necessary. * Review printers to ensure we’re getting the best quality and prices.  1. **Roll With It**  * This is a fast-paced charity, pioneering something bold and shaking up an apathetic world. Great opportunities spring up and regular communications can never get run-of-the-mill so the duties above aren’t an exhaustive list. * You’ll need flexibility and zero ego, sometimes changing the world means loading the van before a big event. | | |
| **Person Specification** | | |
| ***Knowledge & Experience*** | |  |
| * 3+ years creative design experience | |  |
| * Advanced skills in Adobe Creative Suite | |  |
| * HTML and CSS knowledge desirable | |  |
| * Thorough understanding of editorial, design production processes and workflows | |  |
| * An understanding of the not-for-profit sector | |  |
| * Stunning portfolio (available to view online) | |  |
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| ***Skills & Competencies*** | |  |
| * Passion for our work | |  |
| * Creative flair | |  |
| * Strong design, communications, layout and typography skills | |  |
| * Excellent (pixel perfect!) attention to detail | |  |
| * Ability to work independently and prioritise work to meet client deadlines | |  |
| * Able to work accurately under the pressure of tight deadlines | |  |
| * Excellent interpersonal skills | |  |
| * Ability to articulate your ideas to and inspire confidence in stakeholders | |  |
| * Hard working and conscientious | |  |
| * A matter-of-fact approach when ideas or designs are rejected | |  |

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| **Review** | |
| Date Completed | 29.02.16 |
| Version Number | 3.0 |
| Approved By |  |