**Job Description**

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| **Summary** | |
| Job Title | Graphic Designer |
| Department | Global Marketing & Communications |
| Location | Global Head Office, Manchester UK |
| Job Type | Full Time |
| Reporting To | Director of International Marketing & Communications |
| Direct Reports | None |
| Job Purpose | To create a broad range of communications for Hope for Justice – from rich, multi-channel content that inspires our audiences to raise funds and influence change, to simple and powerful graphics that will guide users through our key messages and global project work. |
| **Duties & Responsibilities** | |
| **1. Digital design**  Creating engaging designs that are married to the brand but constantly fresh.  The mix includes:   * Email campaigns * Web/online design * Film * Point of Sale (POS) * Social Media   **2. Stakeholder engagement and project support**   * Work collaboratively with staff across the organisation to understand the development issues and marketing products required to support the delivery of key messages and achieve organisational objectives * Sell design concepts to commissioning staff/stakeholders, explaining propositions, giving constructive assessment and developing concepts in partnership * Work as an integral part of the Marketing and Comms team developing and innovating Hope for Justice’s global brand and content   **3. Print production**   * Create layouts, graphics and images for print projects, including annual reports, newsletters, leaflets, booklets, and exhibition banners * Create fully proof-read and pre-flighted press-ready artwork * Re-purpose digital assets for offline use and vice versa * Ensure adherence to brand guidelines   **4. Printer Coordination**   * Liaise with printers to obtain quotes for upcoming jobs * Create Purchase Orders as necessary and process invoices * Review external printers to ensure we are getting the best quality and prices   The main duties are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed. | |
| **Person Specification** | |
| Experience & Qualifications | |
| * 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 | |
| Skills & Competencies | |
| * Passion for our work * Creative flair and strong design, communications, layout and typography skills * Excellent 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 | 12.07.2017 |
| Version Number | A |
| Approved By | COS |