

## Junior Graphic Designer

August 2021

We are looking for a Junior Graphic Designer to join our small communications team as part of an impactful business association well known within its sector for punching above its weight in representing the views of over 400 member organisations who design, deliver and manage our national infrastructure and built environment.

Reporting to the Head of Design, the Junior Graphic Designer will create designs according to specifications and seek to improve design tasks and processes within the Communications Team.

As important as nurturing original ideas is having a keen eye for detail and a personal passion for design. They will be open to learning on the job and shaping impressive design-work to support the communication of the organisation's vision.

Working mainly remotely, they will still become part of a friendly and close-knit, but fast-paced, communications team seen as the 'engine' of the organisation. This is a great opportunity to learn on the job and gain valuable skills and experience.

If it sounds like you'd thrive and learn in this environment, we'd love to hear from you.

### Responsibilities:

- Understanding project requirements and ideas.
- Using graphic techniques to create draft outputs.
- Producing logos, social media imagery and PowerPoint presentations.
- Using feedback to improve design.
- Collaborating across the team and whole organisation to launch projects.

### Must have:

- Strong spoken and written English (GCSE 6 and above).
- At least one year's experience in using Adobe's design suite - InDesign, Illustrator and Photoshop.
- Experience with PowerPoint.
- Autonomous, self-motivated and entrepreneurial.

### Additional skills/experience preferred:

- Experience of audio and video editing and publishing.
- Knowledge of web platforms (ideally Umbraco) and email newsletters (ideally DotDigital).
- Social media savviness.
- Experience of the rest of the MS office platform.

### Working culture:

- The organisation is currently a remote organisation, although there are options to work in co-working spaces local to you, or at one of four hubs across the country.
- Once it is safe to do so, we will have monthly in-person team meetings, in addition to less regular organisational meetings.
- Travel costs for exceptional meetings will always be reimbursed.
- Regular social events organised by employee group, the Quality Circle.

### **Salary and benefits:**

- Starting salary for this role is £18,000 - £21,000, depending on the skills and experience you bring.
- 27 days of holiday, plus one extra day for your birthday
- Employee discount on major brands
- Company pension
- Life insurance
- Sick pay
- Season ticket and travel loans