**JOB DESCRIPTION**

**Job Title: Graphic Designer**

**Reports to:** Senior Graphic & Web Designer

**Salary:** £18,000 - £21,000,

**Potions:** Permanent full time

**Location:** Homeworking

**ABOUT US**

As a Graphic Designer at ACE & EIC, you will be joining 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 businesses.

You will be working with the people and companies at the heart of some of the biggest issues of our time: net zero, levelling up and creating sustainable communities. As the business associations representing companies large and small in the engineering consultancy and environmental sectors, we at ACE & EIC are leading voices influencing government, and other stakeholders, in Westminster and across the UK.

**SUMMARY OF ROLE**

Reporting to the Senior Graphic & Web Designer, the 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.   
  
More than this, we are looking for someone who – after a few months in role – will be able to take ownership of projects and responsibility for their delivery.

**RESPONSIBILITIES**

* Seek to fully understand all project requirements and ideas.
* Using graphic techniques to create draft outputs.
* Through innovative thinking and collaboration create and produce logos, social media imagery and PowerPoint presentations.
* Continuously seek feedback to improve design and impact.
* Gain a solid understanding of your stakeholders and manage expectations and agreed timelines
* Always strive to collaborate across the team and whole organisation to launch projects.
* Act as a key contact within the communication team
* Ensure all work produced is of a high standard and fits within brief
* Always seek to share new ideas and best practices across the team

**PERSON SPECIFICATION**

* Educated to GSCE level 5 or above in English
* Exceptional spoken and written English
* Excellent attention to detail. Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information.
* Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders.
* At least one year’s experience in using Adobe’s design suite - **InDesign**, **Illustrator** and **Photoshop**.
* Experience user of **PowerPoint**.
* Innate entrepreneurial spirit and self-motivated
* Thrives on autonomy and is super-organised
* Willing and able to ask for help at the right time
* Ability to produce interesting and absorbing outputs.
* Continually seeks to maintain own professional knowledge through a willingness to learn and develop.
* Social media savviness a real plus
* Experience of audio and video editing and publishing is a bonus.
* Knowledge of web platforms (ideally **Umbraco**) and email newsletters (ideally **DotDigital**) is very helpful.
* Experience of the rest of the **MS office** platform is preferred

**KEY COMPENTENCIES**

**Setting direction** – Gather information from a range of relevant sources inside and outside the team to inform their own work. Take an unbiased ‘member first’ approach to projects. Seek out opportunities for innovation and have the courage to take risks and make step changes in how things are done.

**Engaging people** – Work collaboratively and is a team player, building supportive, trusting, and professional relationships. Proactively contribute to the work of the whole team. Communication style is inclusive and engaging and puts forward views in a clear and constructive manner.

**Delivering results** – Focus on timely delivery of objectives. Works in a way that is commercially sound and a mindset which seeks to consistently add value. Works in an organised manner using their own knowledge and expertise, and drawing on other skills, to deliver on time and to a high standard.