**Job Title: Graphic Designer**

**Reporting to: Head of Digital and Design**

**Direct Reports: None**

**Salary:** 32,000-**35,000**

**Location:**  **Hybrid with office presence at our London Office 175 St James St 2-3 times a week**

**Hours & Basis: 35hrs per week**

## About this role:

We are looking for an experienced graphic designer. This role is fundamental in the charity’s ability to demonstrate its impact and showcase its service via print, web, social and video in a meaningful way for defined audiences and channels transforming research and data into eye catching and digestible end products. You will work closely with the Marketing and Communications team to creatively interpret briefs, develop ideas and create print, web, social and potentially video assets. You will have responsibility for managing all assets including storage, consent and appropriate use.

## Key Responsibilities:

* Develop creative and accessible graphics for Place2Be’s web, email, social media, and print publications. These include /
* ]-h]/\**impact reports, magazines, flyers, posters, social media graphics**.
* Edit engaging and professional video material showcasing the charity’s work
* Work with briefs from across the organisation to create designs – often to short deadlines.
* Ensuring consistency across all visual output following brand guidelines
* Ensure our Digital Asset Management software is kept up to date, optimised and consent is always in place for any images used.
* Lead on the setup and running of photoshoots.
* Maintain Place2Be’s high standards of accessibility, by ensuring all video content has appropriate captions.
* Ensure video and photography assets adhere to our Equity, Diversity and Inclusion aims and clear and transparent processes for selecting people to participate in work is adhered to at all times.
* Develop and maintain relationships with externals partners to ensure value for money on all bought in services.
* Work closely with stakeholders to help them bring to life their ideas giving them creative ideas while following best practice in relation to accessibility.
* Manage stakeholder expectations keeping them updated on brief progress and delivery of assets.

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops and expands. The post holder may be required to undertake other duties as may reasonably be required from time to time.

## What you will need:

* Proven years graphic design experience\*
* Design qualification or equivalent design, video, photography experience.\*
* Evidenced professional experience in design with a strong portfolio showcasing rigorous creative and technical abilities across various media formats and adaptability in styles
* Proven experience of using Adobe Creative Suite, including InDesign, Photoshop, Illustrator and Premiere Pro (ideally).
* Demonstrable ability to produce a range of outstanding creative ideas in response to range of briefs.\*
* Proven expertise in concept creation and development and design with a keen ability to translate creative briefs and visual content into engaging static and motion graphics/graphic design while following brand guidelines and meeting customer objectives.
* The ability to explore new creative techniques, tools and trends to help innovate with the wider team
* Understanding of designing for print and delivering print-ready artwork – from direct mail, to magazines or impact reports.
* Desired experience animation, editing and captioning videos.
* Experience using Canva.
* Excellent project management skills and an ability to juggle multiple projects while maintaining attention to detail ensuring projects are delivered from concept to completion
* Able to deliver against deadlines.
* Good communication and relationship building skills and an ability to manage a range of stakeholders confidently.
* An commitment and understanding to equality, diversity and inclusion.
* A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion.
* \* Indicates the minimum requirements under the Disability Confidence Scheme