



Job Title:	Designer
Reporting to:	Head of Digital and Design
Direct Reports:	None
Salary:	£29,260
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:

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 video assets. You will have responsibility for managing all assets including storage, consent and appropriate use.

#### Key Responsibilities:

- Approximately 70% design work and 30% video
- Develop creative and accessible visuals and graphics for Place2Be's web, email, social media, and print publications. These include impact reports, flyers, posters, social media graphics.
- Edit engaging and professional video material showcasing the charity's work and ideally film some content
- Work with briefs from across the organisation to create assets – often to short deadlines.
- Keep the charity's brand at the heart of your designs, acting as 'brand guardian' and ensuring consistency across all visual output.
- Ensure our Digital Asset Management software is kept up to date and consent is always in place for any images used.
- Lead on the setup and running of photoshoots.
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- 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 external 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 in line with brand guidelines and good 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:



- Design qualification or design, video, photography experience. A design portfolio will be required to showcase design skills. \*
  - Experience of using Adobe Creative Suite, including InDesign, Photoshop, Illustrator and Premiere Pro. \*
  - Experience editing and captioning videos. \*
  - Experience using Canva.\*
  - Excellent organisational skills and an ability to juggle multiple projects while maintaining attention to detail.
  - Able to deliver against deadlines.\*
  - Good relational skills and an ability to manage stakeholder relationships confidently.
  - A 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. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>
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- \* Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.

