



Name of employee: Vacant

Job Title: Graphic Designer and Print Production Co-ordinator

Reports to: Marketing Campaign Manager / VP of Marketing

Purpose of the job

From concept creation to design and layout implementation and finished art, the main purpose of this position is to implement the design requirements of the organization and its Affiliates. The designer will also liaise with internal team, suppliers and clients in managing, developing and executing all briefed design work, both printed and online based.

Key performance Indicators

Main responsibilities:

- Managing and developing design and publishing work from concept or brief through to design, layout, print and production with a focus on layout and publishing according to CI.
- Working to a task list, and with good time management, to meet deadlines
- Changing layout as per managerial review and requirement, reviewing final layouts against the brief and changes requested and suggesting improvements as required
- Liaising with external suppliers where applicable, to ensure quality check and deadlines are met and material is delivered to the highest quality

Core competencies:

- **Thinking creatively:** Developing, designing and creating new concepts within the core vision of the marketing department
- **Making decisions and problem solving:** Analysing and evaluating information to choose and implement the best solution
- **Keeping up to date:** Keeping up-to-date with design trends, programmes and software



- **Establishing and maintaining relationships:** Developing and maintaining constructive, cooperative and beneficial working relationships within the JAM team, with suppliers and clients
- **Organising, planning and prioritising work:** Developing specific goals. The ability to plan, prioritise, organise, and accomplish work within set deadlines and budgets
- **Scheduling and briefing work and project management:** Scheduling and completing design projects from start to end, including the management of time and costs. Briefing and managing suppliers and clients, all other project timeframes and activities

Requirements

- Apple designer with five to seven years' experience
- WordPress, HTML, Adobe Creative Suite experience
- Layout and publishing specialist with creative ability
- Client and supplier liaison experience
- A good understanding of InDesign, Illustrator and Photoshop.
- An Art Degree / Diploma in Graphic Design or similar qualification
- Good time management skills
- A meticulous eye for detail and a strong awareness of consistency
- Team player
- Online and digital know-how
- Experience in info graphics from high end coffee table books, website templates, e-newsletters, annual reports, brochures, print adverts, pamphlets, bookmarks and any other printed materials - always conforming to company corporate identity and logos

Advantageous

- Passionate for social, environmental and development work
- Capable quality photography

Personal Skills/Attributes

Ideal behavioral competencies:

- Self-motivated
- Solutions driven
- Able to see the big picture



- Collaborative approach
- Positive attitude
- Client focused
- Ability to self-manage deadlines
- Passionate, energised and creative
- Ethical and honest
- Enquiring and curious
- Takes delight in delivery
- Driven by passion and diversity
- Resilience and determination
- Strong in relationship building

Limits of authority

- Subject to the limits of authority as described in the strategic document.

Resource Requirement

- Laptop
- 3G Card

Date of most recent revision: _____

Signature of employee: _____

Signature of line manager: _____

Original: Employee personal file

Copies: Employee; Line Manager; Central HR folder (for all to access)