

Job Description

<p>1. JOB TITLE: Graphic Designer</p> <p>Area: Operations</p> <p>Reports to: Marketing Manager</p>
<p>2. NUMBER OF DIRECT REPORTS None</p>
<p>3. WORK AND JOB STATUS Full time, Contract</p>
<p>4. MAIN PURPOSE OF JOB Main purpose of role (as from job description)</p> <p>1) Research, conceptualise, design, and produce outstanding creative on a wide range of design projects for both internal and external distribution.</p> <p>2) To support the management team to achieve their business objectives to develop engaging materials to promote SCI products and services. Manage all areas of the process from brief to design and production.</p>
<p>5. PRINCIPAL ACCOUNTABILITIES:</p> <p>a) Design</p> <ul style="list-style-type: none"> • Work with the marketing manager to phase in the new SCI brand on all marketing collateral • Take briefs from internal stakeholders, discuss the business objectives and requirements of the job & estimate the time required to complete the work; work with the marketing manager to agree deadlines for delivery. • Source high quality striking images for use across all communications channels • Produce engaging design solutions for all offline and online design projects from concept to delivery. • Prepare artwork to print/production specifications. • Work with the Marketing Manager to ensure the correct use of the SCI brand in all materials developed. • Present your ideas confidently to the management team. <p>b). Planning</p> <ul style="list-style-type: none"> • Develop a tracker to monitor activities to ensure all request are delivered to the agreed timescale <p>c). Resource Management</p> <ul style="list-style-type: none"> • Organise, maintain and oversee the department's archive of creative and campaign materials • Manage the image library, working with colleagues to ensure all images are saved in the library and correctly bookmarked

e) General/Additional Tasks

- Manage the relationship and interface with existing suppliers, e.g. printers, ensuring that all departments comply with the processes and procedures established for developing materials
- Undertake such other duties as may be assigned by the Marketing Manager, from time to time.

5. PERFORMANCE INDICATORS:

a) Design

- Creativity and delivery of engaging designs and artwork
- Positive feedback on work delivered

b) Planning

- Timely delivery of promotional plan to ensure time for feedback from management team
- System implemented to track work to ensure timely delivery of work

c) Resource Management

- Image library managed, enabling easy access to required images
- Archive and index of all creative materials developed

6. WORKING RELATIONSHIPS

a) Internal: Directors, Managers, members, committees (via Group committee support contact) and all other members of staff.

b) External: Agencies and suppliers

7. FREEDOM AND CONSTRAINTS

- Self-governing on 50% of actions and as determined by your manager.

8. PLANNING AND ORGANISATION

- Plan implement and measure outcomes of initiatives and projects under guidance from manager.

9. KNOWLEDGE, SKILLS & EXPERIENCE

Required:

- An eye for design
- An exceptional portfolio full of well thought out creative and solid design executions to demonstrate your suitability for the role
- Experience of designing for digital channels, web content and web banners; experience of HTML and Sitecore content management system would be ideal
- Proficient in Adobe Creative Suite
- Demonstrable attention to detail
- Computer literate, with a good level of knowledge and competence with Microsoft Outlook, Word, Excel, PowerPoint).
- Good written and spoken English; ability to produce copy for marketing collateral
- Possess a good standard of interpersonal and communication skills.
- Experience of managing own workload with limited supervision and working under reasonable pressure to achieve deadlines.
- A creative approach to challenges and opportunities.
- An organised and methodical approach to work.
- A team player, able to interact tactfully with colleagues, Members, suppliers and others.

- Self-motivated.

Desired

- Have experience of membership organizations and working with volunteers.
- An interest in Science

Signed.....

Dated.....