



Middleweight/Senior Graphic Designer (Maternity cover)

Job Description and Personal Specification

Registered charity 1043603

Line Manager	Director
Team	Communications
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ
Terms	Part-time, 3 days a week. 12 months' fixed term with the potential to extend
Start date	Late May 2019
Salary	£25,000 pro rata

Summary of Role

As one of Bristol's most loved charities with significant local and international impact, The Grand Appeal is now at an exciting stage of growth. A world leader in sculpture trails, we've generated over £50 million to support Bristol Children's Hospital and now have an exciting opportunity for a Middleweight/ Senior Designer to join our team.

We are seeking an enthusiastic and first-class designer with at least 3 years' experience in-house or in freelance design, and a passion for all things creative. The highly organised and motivated successful candidate will be solely responsible for providing creative assistance to all areas of the charity, working to tight deadlines in a fast-paced environment. This varied and exciting autonomous role primarily involves creating branded artwork to support our fundraising and day-to-day operations and services at the children's hospital, and creating artwork for our retail ranges and flagship store at The Mall at Cribbs Causeway.

Reporting to Senior Management, but within the Communications team, the post holder will work with the Fundraising, Operations & Services and Corporate & Philanthropy teams to create engaging, inspiring and colourful design work that fits with the charity's unique brand regionally, nationally and internationally.

The post holder must share our vision of making life the very best it can be for sick children and their families. If this sounds like you, we want to hear from you. We have ambitious goals, and the good news is we are helping more children than ever. Work with us and you'll do more than you ever thought possible.

Key tasks and responsibilities

30-32 Upper Maudlin Street, Bristol, BS2 8DJ
0117 927 3888 | hello@grandappeal.org.uk | grandappeal.org.uk

- Following various briefs set by all departments of The Grand Appeal team, from smaller projects such as social media graphics set by the Communications Team to larger scale projects set by the Operations and Services Team, such as creating visualisations of new family accommodation suites.
- Using our styleguides to maintain our brand across all printed and online creative materials.
- Designing leaflets, posters and other marketing materials for the Fundraising and Operations teams.
- Creating and laying out artwork on retail product templates, working closely with the Commercial Team on our retail ranges.
- Helping with donor recognition artwork in the hospital and general signage and plaques.
- Designing fundraising and promotional materials for events and campaigns.
- Responsible for all day-to day creative tasks in the office.

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. Whilst they list some key tasks there will also always be tasks that arise and which can be reasonably expected of the role.

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a standard DBS check.

Personal Specification

E = essential D = desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Excellent knowledge of Adobe Photoshop, Illustrator and InDesign	Application
E	At least 3 years working in-house or in freelance design	Application
E	A visual portfolio either as a pdf or a website link	Application Interview
D	A design related degree	Application
D	Experience using style guides and following brand guidelines	Application Interview
D	Experience working with retail products and packaging design	Application Interview
D	Illustration and hand drawing skills	Application Interview

Skills and abilities

Importance	Criteria	Assessment
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E	Minimum of 5 GCSEs including English A-C	Application
E	Exceptional organisational and time-management skills with the ability to prioritise conflicting demands whilst maintaining accuracy and attention to detail	Application Interview
E	Empathy with the aims, objectives and activities of the charity	Application Interview
E	Excellent IT skills; confident in the use of the Adobe Suite, Microsoft Office and using a Mac	Application
E	Ability to work as part of a flexible team, liaising with different departments	Interview
E	Self-motivated and able to use initiative	Interview
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident	Assessment process
D	Good proof-reading skills	Application

Please complete the CV Cover Sheet below and send along with your CV and covering letter, stating why you think you would be suitable for this role. Please note that applications without the CV Cover Sheet will not be accepted. Along with your application please also send a portfolio of work, either as a website link or PDF.

Closing date for applications is 9am on Wednesday 27th March, with interviews being held on 4th April.

CV COVER SHEET

Name _____

Job applied for _____

Relevant skills and experience (750 words max.)

Qualifications:

What makes you the ideal candidate for this role? (750 words max.)

Current employer/ role/ length of contract:

Current salary/ benefits

Salary expectations £ _____

How did you hear about the vacancy? _____

Do you need a work permit to work in the UK? YES/ NO

You must agree to the following data protection statement and to our privacy policy in order to process your application.

Signed: _____ Date: _____

Data Protection

Your data will be held in accordance with the General Data Protection Regulation.

The information you provide will be used to progress your application during the application process, if your application is successful, to administer your personnel record.

You consent to The Grand Appeal processing data relating to you for legal, personnel and administrative purposes and in particular to the processing of any sensitive personal data (as defined in the General Data Protection Regulation) relating to you, including in order to comply with legal requirements and obligations to third parties such as regulatory bodies and criminal records checking.

The Grand Appeal may make such information available to those who provide products or services to The Grand Appeal (such as advisers and payroll administrators), regulatory authorities and as may be required by law.

You can view our privacy policy at grandappeal.org.uk/privacy-policy