

JOB DESCRIPTION

POST TITLE	Junior Graphic Designer
TEAM	Creative Media
RESPONSIBLE TO	Assistant Head of Creative Media
RESPONSIBLE FOR	No supervisory responsibility
WORKING HOURS	40 hours a week Monday to Friday 9.00am – 5.30pm (30 minute unpaid lunch break)
SALARY	£20,685 - £23,596 (Dependant on experience)

JOB PURPOSE

To support the Creative Media Team Leader in delivering completed design briefs and requests, and to play your part in strengthening the visual brand/communications at KingsGate.

KEY ACTIVITY

1. Provide support to the Creative Media Team Leader for all aspects of promotion & publicity across all centres.
2. Produce and deliver design as requested by other departments and KingsGate centres.
3. Produce and update website graphics.
4. Provide social media graphics for KingsGate channels.
5. Produce miscellaneous day-to-day designs as requested.
6. Managing a weekly schedule and keep project and time management apps up to date at all times
7. Liaise with printers, providing print ready material and arranging delivery of final product.

8. Work within the KingsGate brand guidelines, whilst bringing ideas for development and growth.
9. Support the Creative Media Team Leader in delivering HTML emails.
10. Support regular (weekly & monthly) news publicity.
11. Perform any other tasks that may arise from time to time.
12. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
13. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
14. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
15. **Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.**
16. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
17. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.**
18. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
19. **Comply with health and safety requirements.**
20. **Adhere to the vision and values of KingsGate.**
21. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

This job description was reviewed by the Creative Media Team Leader in June 2021