



Junior Graphic Designer

JOB DESCRIPTION

Marketing



ADVERTISEMENT

Junior Graphic Designer

Up to £22,827 per annum pro rata

37 hours per week (Part-time hours considered)

We are looking for a proactive individual who has a passion for creativity in both digital and print media, with excellent knowledge of Adobe Creative Suite, to join our team and maintain all display boards at our four campuses, designing eye catching, relevant, and informative designs.

You will also support the Print Team, therefore you will need to be a team player, with great communication, IT and organisational skills. You should also have a relevant Level 2 or equivalent qualification in maths and English.

The main base for this post is the Suffolk Rural Campus in Otley, however Suffolk New College is a multi-campus college, therefore you will be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

For further information, please visit <https://www.suffolk.ac.uk/jobs/work-for-us>

Closing date: Monday 2nd September 2024 at 12:00 Midnight

Interview date: Monday 9th September 2024

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

MARKETING TEAM

The Marketing Team at Suffolk New College consists of a Head of Marketing, Marketing Co-ordinators, Graphic Designers, PR consultant and Print Team.

The role of the Junior Graphic Designer is to maintain all display boards around all four campuses (Ipswich, Leiston, Otley and Halesworth), to measure, design and create eye catching designs while being relevant, informative and up to date, you will also offer the Print Team extra support in providing a print service for Suffolk New College as and when they need it.

This role will involve working alongside the Design & Print Team Leader and a Print Operator who are based in our print room at our Suffolk Rural campus in Otley.

SUMMARY OF BENEFITS, AND TERMS AND CONDITIONS

Junior Graphic Designer

Location:	Suffolk Rural campus*
Salary:	Within the range of £22,071 to £22,827 per annum pro rata
Salary Scale:	Business Support Salary Scale 4
Contract status:	Permanent
Hours of work:	37 hours per week (part time considered)
Pension:	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
Holiday:	20 days per annum pro rata, rising one day per year worked to a maximum of 25 days per annum pro rata, plus statutory Bank Holidays and a minimum of an additional 4 Christmas closure days
Staff Development:	Corporate and departmental development programme opportunities.
Reporting to:	Design & Print Team Leader

*Suffolk New College is a multi-campus college, therefore you will be required to work at and travel between campuses.

JOB PURPOSE

- To maintain the display boards around the College, ensuring that accurate and up-to-date information is presented well for students, staff, parents and stakeholders to see.
- To be responsible to the Design & Print Team Leader, assisting with day-to-day activities in the working areas as directed.
- Design posters and headers for the noticeboards, using your own initiative to come up with eye catching designs.
- To work as part of the Marketing team delivering a professional customer-focused, effective and efficient service to internal and external customers.
- To liaise with customers as required ie: advising and recommending alternatives/options where necessary.

MAIN DUTIES AND RESPONSIBILITIES

1. Design and install noticeboard layouts according to subject area.
2. To liaise with the Design and Print team leader and assist with social media and other promotional material as required during busy periods.
3. Liaise with the College marketing team for poster / information updates that will need to be printed and displayed across each campus.

4. Keep a live plan of what information is being displayed across each campus using photo evidence.
5. Have the initiative and ability to organise daily workloads, often under pressure, with tight deadlines.
6. To produce customer work to the highest quality possible, according to specification, using the technologies/resources available, within agreed timescales. This to include using digital colour and black and white photocopiers, large format printer, thermal and comb binders, guillotine, folding machine, laminators etc.
7. To support the print team in the day-to-day running of the print room and cover where required.
8. To support print jobs from initial submission all the way through to delivery.
9. To assist the print team with any finishing jobs.
10. Report printer faults and problems to the Design & Print Team Leader.
11. To monitor supplies and consumables, advising the Design & Print Team Leader when new orders are required.
12. Complete all paperwork and documentation required.
13. To undertake other similar tasks, duties and project work as required by the Marketing team.
14. To clean and maintain machinery
15. Serve customers across the counter, where necessary using a till to complete transactions
16. To be responsible for unlocking and opening/locking and closing the print room.
17. To actively participate in cross college activities and events.
18. To comply with Health and Safety regulations and policy and implement these effectively throughout all aspects of the role.
19. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
20. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the postholder to undertake the new / varied work.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • GCSEs at grade 4/C or above in English & Maths • Minimum of Level 3 in Media, Graphic Design, Art & Design or a related area. • Good working knowledge of Adobe Illustrator, InDesign and Photoshop 	Knowledge of After effects
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of quality control processes in a print environment • Good knowledge of Adobe photoshop, illustrator and InDesign • Knowledge of computers and computer systems, including Microsoft Office and/or willingness and aptitude to undertake suitable training • Working in a customer facing role 	
Skills	<ul style="list-style-type: none"> • Ability to be pro-active and use initiative • Effective communication skills, in order to deal tactfully and sensitively with people at all levels • Planning, organisational and time management • Ability to establish and maintain good working relationships with a wide range of people • Ability to work as part of a team • Ability to operate within tight deadlines and manage a number of work activities at any one time • Good IT skills, with the drive and enthusiasm to learn how to use new equipment, systems and processes; • Excellent attention to detail and accuracy 	<ul style="list-style-type: none"> • Ability to work with limited supervision • Re-prioritise work with minimum warning
Qualities & Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Good presentation / creativity skills • Ability to make own decisions and use own initiative • Self- driven and motivated • Flexible and resilient, in order to adapt to new, different and changing situations • Calm under pressure 	
Attitude	<ul style="list-style-type: none"> • An understanding of the college's Equality & Diversity Policy and the ability to promote this in the day-to-day work of the post; • Pro-active commitment towards safeguarding and promoting the welfare of young people; • The ability to be flexible and attend events which often fall outside normal working hours • An understanding of and respect for Health and Safety and Data Protection in relation to this post. • A willingness to undertake training and participate in continued professional development • Positive and can do attitude towards work • Flexible approach to meet changing needs 	

EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee an interview to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s).

Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to an enhanced Disclosure check by the Disclosure and Barring Service.

INFORMAL ENQUIRIES

For informal enquiries please contact Claire Calver, Print & Design Team Leader on 01473 382533 or email clairecalver@suffolk.ac.uk

BUSINESS SUPPORT SALARY SCALE 4

Business Support Salary Scale 4	13	22071
	14	22275
	15	22827