

# Renewal

## Job Description

Job Title	Junior Graphic Designer
Pay Band & Salary	Band 5
	Part time (16 hours per week)
Date	January 2023
Line Manager	TBC
Accountable to	Head of Creative

### Job Role & Purpose

The junior graphic designer will be creating designs according to specifications, reporting to the creative team, and improving design tasks. The designer should have original ideas and have a keen eye for detail. The junior graphic designer should be able to create imaginative designs and promote Renewal's Vision.

### Key Duties & Responsibilities

- To be confident and competent at design work using Adobe Creative Suite skills in Adobe illustrator, Indesign, Photoshop and Aftereffects
- A talent for creativity and problem solving
- An understanding of visual elements (layout, type and fonts)
- To follow a brief, from the start to project sign off.
- Understanding project requirements and ideas
- Using graphic techniques to create drafts
- Producing logos, banners, and interfaces
- Collaborating with the team to launch projects
- Assisting with Pre-Roll and Slide design

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

## Other Responsibilities

- Be able to deliver projects from concept to sign off
- Ensure digital media guidelines are followed
- Assist with preparation, testing and implementation of media playback requirements
- Support all departments with communications, print and social media requests
- Assist with the creative implantation of foyer and auditorium design for series/ events
- Assist with theming and planning for all message series
- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- Contribute to the growth and expansion of Renewal.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

## Knowledge, Skills & Abilities

### Knowledge & Experience

- Knowledge and awareness of the remit of Renewal and it's work within the community
- Skilled user of advances Adobe Creative Suite
- Apple iMac operating experience
- Website design and associated skills
- Experience in brand management

### Skills & Abilities

- Passion and enthusiasm for creating great creative content
- Comprehensive grammar, punctuation and spelling
- Skilled user of Adobe Creative Suite
- Ability to work with Mac computers
- Passionate to see people encounter God through excellent digital media
- Excellent creative and conceptual skills
- Excellent communication and interpersonal skills
- Exceptional eye for detail
- Ability to multitask and prioritise workload
- Ability to work well under pressure and meet deadlines
- Show initiative and ability to work independently as well as in a team

## Qualifications

- A-Level or Degree level qualifications (or equivalent) in Graphic Design, art, film, media, design or related subjects

### **Personal Qualities**

- Compassion and empathy in the undertaking of your duties
- High level of integrity
- Focussed, adaptable and willing to learn new skills
- Understand confidentiality and exercise discretion throughout your role
- Resilient

### **Job Location**

Solihull

## **For all Employees**

### **Work to Renewal's Mission, Values & Vision**

We Are A **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant-hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are A **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

### **Flexibility**

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

### **Safeguarding**

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

### **Health & Safety**

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

### **Equality & Diversity**

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities & Dignity at Work Policy and Procedure.

### **Confidentiality & Data Protection**

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

**Renewal Solihull**

**Lode Lane, Solihull, B91 2JR**

**E | [vacancies@renewalcc.com](mailto:vacancies@renewalcc.com)**

**P | 0121 7117300**

**Renewal Christian Centre, Lode Lane, Solihull, B91 2JR.**

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