**Northern Education Trust – Job Description**

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| **Job Title:** | Graphics & Digital Content Designer | | |
| **Base:** | North Shore Academy | | |
| **Reports to:** | Web Developer | **SCP range** | 14 - 19 |
| **Service responsibility:** | Graphic Design, Marketing and Branding | **Salary:** | £22,462 - £24,799  Whole Time |
| **Additional:** | Some travel will be required. | **Term:** | Permanent |

**JOB PURPOSE**

* To support Northern Education Trust approach to corporate branding and marketing including digital projects for the website, email and social media.
* To provide high quality administrative services to the Trust, including standard branding and formatting of documents and policies.

**JOB SUMMARY**

1. To work with senior leaders to determine corporate branding, marketing and website requirements within a set budget;
2. Support with website maintenance including uploading new content and contributing to blog posts and copy;
3. Managing proposals through to design, print and production;
4. Work independently and with video producers and photographers when required, to ensure quality production of visual assets;
5. Working with leaders, briefing and advising them with regard to design style, format, print production and timescales;
6. Developing concepts, graphics and layouts for Trust logos, websites and other materials such as brochures, academy prospectus etc.;
7. Determining size and arrangement of illustrative material and copy, font style and size;
8. Preparing drafts of material based on an agreed brief;
9. Reviewing final layouts and suggesting improvements if required;
10. Liaising with printing providers to ensure deadlines are met and material is printed to the highest quality;
11. Working with a wide range of materials and defining budget constraints;
12. Thinking creatively and developing new design concepts, graphics and layout;
13. Scheduling project implementation;
14. Present ideas to senior leaders for approval;
15. Support the PA to the Chair when required with publishing committee documentation;
16. Support other senior members of the Trust with publishing requirements;
17. Carry out general administrative work when required, including phone enquiries.

**General**

1. To participate in wider Trust meetings and working groups as required
2. To act as a role model for the Trust vision ‘Outcomes Focused, Child Centred’.

Northern Education Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….