



GRADUATE GRAPHIC DESIGNER

DEPARTMENT: MARKETING AND COMMUNICATIONS

REPORTS TO: MARKETING AND COMMUNICATIONS MANAGER

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK, DERBY, DE24 8BX

JOB SUMMARY AND MAIN PURPOSE

Derby County Community Trust have an exciting opportunity for a Graduate Graphic Designer to join the team!

This wide-ranging role will play a key part in visually telling the charity's story, creating engaging and impactful design assets that inspire supporters, participants and stakeholders while ensuring the integrity of the charity's brand.

This is a hands-on creative role for someone with a passion for graphic design, visual storytelling and bringing ideas to life through innovative and engaging designs. Working closely with the Marketing and Communications Manager, Content and Digital Officer and wider Trust teams, the successful candidate will develop high-quality creative assets across a range of channels, contributing to departmental

KEY RESPONSIBILITIES

- Design and produce high-quality creative assets for both digital and print channels.
- Support the development and maintenance of the DCCT core brand and sub-brands.
- Manage own workload to support the delivery of design requests.
- Work collaboratively across departments to translate briefs into effective design solutions.
- A knowledge of current design trends and the ability to use these to positively impact on output.
- Support multiple design projects simultaneously, ensuring deadlines are met and work is delivered to a high standard.
- Keep in touch with all stakeholders involved within a project.
- Liaise with external suppliers and printers to oversee the production of printed materials and merchandise orders.
- Maintain an organised library of digital assets, templates and brand resources.
- Ensure all communications are accessible, inclusive and reflective of DCCT's values.
- Support the day-to-day operations of the Marketing and Communications team.

GENERAL RESPONSIBILITIES

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

PERSON SPECIFICATION

ESSENTIAL SKILLS & EXPERIENCE

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| • Degree in Graphic Design or a related design discipline, or equivalent professional experience. | • Strong attention to detail and commitment to producing high-quality work. |
| • Proficiency in Adobe Creative Cloud (including Photoshop, Illustrator and InDesign). | • Understanding of digital best practice, including accessibility and inclusive language. |
| • Ability to respond to creative briefs and develop design concepts. | • Strong organisational skills and ability to manage multiple deadlines. |
| • Knowledge of designing assets for both print and digital platforms. | • A collaborative, proactive approach and willingness to learn. |
| • Understanding of working within and maintaining brand guidelines. | • Ability to work within a team. |
| • Able to effectively manage own workload. | • Adaptable and solutions focused. |
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DESIRABLE SKILLS & EXPERIENCE

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| • A clean UK driving licence with access to your own vehicle. | • Working knowledge of Adobe After Effects and Premiere Pro. |
| • Experience in motion graphics. | |

This post will be subject to an enhanced DBS check and the requirement for the postholder to hold business use insurance on their personal vehicle.

VALUES

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Purposeful**
- **Collaborative**
- **Caring**
- **Inclusive**
- **Innovative**
- **Trusted**

EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

As part of the Trust's commitment to providing a safe environment for children and young people, applicants should be aware that they will be required to apply for an Enhanced Disclosure and Barring Service (DBS) Criminal Record Check (CRC) as part of the recruitment process.

Derby County Community Trust's Job Applicant Privacy Policy can be found [here](#).



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