



JOB DESCRIPTION

Job Title: Junior Designer
Grade: B3 SCP 7-11
Line Managed by: Senior Designer

Job Purpose:

Responsible for supporting the Senior Designer and Designer in the development of artwork, branding and assets for displays, print and digital use across The GORSE Academies Trust.

Responsibilities

- Support the creation of displays for academies through project work.
- Assist in design for print including brochures, adverts, flyers, signage, web and events collateral.
- Be a brand guardian for academies and work within brand guidelines across all channels.
- Responsible for assisting the Senior Designer and Designer with the maintenance and creation of regularly design updates to collateral.
- Communicate effectively with customers and stakeholders to ensure their requirements are understood and agreed.
- Ensure the needs of the business are prioritised by being flexible in managing workflow.
- Experiment and develop skills across a variety of print and digital design.
- And any other duties required.

General

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection.
- Perform other relevant tasks as directed by Senior Leaders and Senior Designer.
- Work in partnership with, and across, other GORSE Academies as required.

Key skills:

- Highly motivated and exceptionally talented creative individual, with who is at the start of their creative career.
- Intermediate skills in Adobe Creative Cloud.
- Meticulous attention to detail, layout and typography in all of your designs.
- Outstanding interpersonal skills with the ability to translate the vision and ideas of others into outcomes.
- An understanding of print production and confidence in managing relationships and print processes
- Time-management ability to deliver projects within tight deadlines.
- Intermediate skills and experience with InDesign, Photoshop, Illustrator.
- Creative and visually literate.
- Excellent communication skills along with strong empathetic people skills.
- Proficient in Adobe CC (Photoshop, Illustrator, InDesign) and Microsoft Office (Word, Excel).
- Motivation to meet deadlines.
- Highly creative, organised, and dedicated.
- Ability to communicate effectively and build strong working relationships with key internal stakeholders.
- Extremely important that the individual possesses an enthusiastic and positive personality

GORSE

- Strong attention to detail.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• Full UK driving license	E
• Degree in Design / other creative degree	D
Knowledge and Skills	E/D
• Competent in Adobe Creative Cloud	E
• Highly creative mind with an eye for high quality artwork and design	E
• Strong working knowledge of producing stationery for use in Microsoft Office applications	E
• Working knowledge of logistics involved in large scale printing	E
• Meticulous attention to detail, layout and typography	E
• Excellent customer service skills and the ability to understand the needs of our students, staff, parents and carers	E
• Excellent organisational and time management skills and the ability to prioritise work for yourself and others	E
• Ability to disseminate knowledge and skills to other members of staff	E
• Working knowledge of producing artwork for digital use, particularly websites	D
Experience	E/D
• No formal experience but a portfolio of work is required	E

GORSE

• Experience with Adobe Creative Cloud to produce materials and assets for print and digital use	E
• Experience of managing print processes	E
Continuous Professional Development	E/D
• Self-motivated and proactive	E
• Adaptable, willing and flexible	E
• Conscientious and dependable	E
• Calm, organised and methodical	E
• Enthusiastic, ambitious and hard working	E
• Creative thinker with a passion for beautiful artwork	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.