

## Casual Staff Role: Job Description & Person Specification

### Section 1: Key Information

Job Title	Graphic Designer
Department	Marketing, Communications & Insight
Team	Digital and Design
Responsible to	Senior Design & Digital Coordinator, Graphic Designer
Responsible for	N/A
Contract type	Zero Hours (in accordance with the needs of the organisation and the individual staff member)
Hours of work	Up to 20 hours per week during term time (between Monday to Friday 09:30 – 16:30)
Hourly Rate of Pay	£11.54
Purpose of role	Covering everything from our weekly club nights through to our major campaigns such as Varsity and SU Elections, you'll produce high-quality, impactful graphic design material, ensuring Students' Union events and services are successfully promoted to students.

## **Section 2a: Key Deliverables**

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Liaising with staff to interpret creative briefs and develop branding concepts to present to our Graphic Designer and the wider Marketing, Communications & Insight team.
- Ensuring graphics and layouts are visually appealing and on-brand.
- Amending designs after feedback and ensuring that the final artwork is appropriate for the web or print ready.

## **Section 2b: Organisation Wide Responsibilities**

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

### Section 3: Person Specification

<b>Education &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Must be a current Royal Holloway student who will also be enrolled in the 2024/25 academic year	<b>X</b>	
<b>Experience &amp; Knowledge</b>		
Experience in designing and preparing artwork for print and the web	<b>X</b>	
Experience of working alongside a client to produce assets that fit the brand, purpose and audience		<b>X</b>
Experience of translating brand guidelines into design work	<b>X</b>	
<b>Skills &amp; Abilities</b>		
Proficiency with the Adobe Creative Suite, in particular Photoshop, Illustrator and InDesign	<b>X</b>	
Creative designer with attention to detail and the ability to problem solve and proof-read	<b>X</b>	
Ability to effectively time manage multiple projects	<b>X</b>	
Self-motivated and committed to delivering original, quality work	<b>X</b>	
Working knowledge of both HTML and CSS		<b>X</b>
<b>Values</b> We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it	<b>X</b>	
High Quality: your expectations are high, and we must exceed them	<b>X</b>	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible	<b>X</b>	
Brave: we should be bold and not afraid to challenge the status quo	<b>X</b>	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do	<b>X</b>	