



# Job Description

<b>Job title</b>	<b>Graphic Designer (Mid-Weight)</b>
<b>Reporting to</b>	Graphic Design Lead
<b>Staff responsibility</b>	None
<b>Location</b>	Swindon-based (with some flexibility to work from home)
<b>What we do</b>	
<p>Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.</p>	
<b>Summary of role</b>	
<p>Work within the wider Marketing and Communications department on design projects from concept through to delivery across our corporate brand, sub-brands and engagement resources, as well as our culture-facing and fundraising activity, delivering across a range of print and digital media.</p>	
<b>Main responsibilities</b>	
<ul style="list-style-type: none"> <li>• Work within the content production team as well as cross-departmentally to fulfil briefs in line with strategic objectives and with a high-level understanding of brand structure and visual identity guidelines</li> <li>• Manage and uphold a high standard of brand integrity, adhering to brand guidelines at all times and taking an active role in implementing and championing our brand for the rest of the organisation</li> <li>• Maintain up-to-date knowledge of design, including trends, design thinking, new technology and software, experimenting in other creative areas where relevant to the work</li> <li>• Work with colleagues in the design team to organise and manage design projects from concepts through to delivery, ensuring high-quality communication, creativity and time management</li> <li>• Think creatively to develop new designs, learning from past projects and venturing into new territories</li> <li>• Prepare and present concepts and designs in a professional, strategic and creative manner, according to the brief and considering the wider context of the project</li> <li>• Ensure high-quality end results by collaborating with co-workers, taking on board feedback and making amendments as appropriate to the brief</li> <li>• Work with the Print and Production Coordinator to develop creative solutions to new and old products, considering quality, price and sustainability</li> </ul>	

## **General**

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

## **Who we need**

### **Qualifications**

- Formal design training/undergraduate degree and/or proven experience working as a professional graphic designer

### **Knowledge**

- Excellent knowledge of Adobe Illustrator, Photoshop and InDesign and a high standard of computer literacy, able to learn new software quickly and effectively
- Understanding of artwork best practice and print requirements

### **Experience**

- Proven experience in print production, delivering high-quality results
- Proven experience in producing design assets for digital outputs across web, film and social media

### **Skills**

- Ability to work cross-departmentally and to identify and solve problems creatively as well as contributing towards new ideas
- Proven ability to take responsibility for multiple projects from concept through to development and delivery, through time management, creative thinking and clear communications with key stakeholders

### **Personal attributes**

- An excellent eye for accuracy and detail within the context of design, including proven skill in typography, layout, colour and preparing files for digital or printed publication
- A strong passion for design and creativity, always wanting to experiment, innovate, challenge and push creative boundaries, before reflecting and refining in line with the project brief and overarching brand guidelines
- A self-starter who is also a team player, generating and contributing towards new ideas while maintaining a collaborative approach
- An analytical and logical approach to challenging and understanding briefs
- Strong communication skills, with the ability to collaborate confidently with colleagues at every level, from team-mates through to directors and external organisations
- Confident in presenting ideas, challenging briefs and offering training on the design process across the organisation

## Culture and character

### Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

### Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

**Character for leadership** – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

**Character for teamwork** – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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