



JOB DESCRIPTION – LEAD DESIGNER

Job title: Lead Designer

Reporting to: Executive Director

Hours: Full time

Salary: £32,000 - £36,000 depending on experience

Contract: Permanent with 6 months probation period

Summary

The Lead Designer will enhance our message, make our media platforms exciting and user-friendly, and be able to transform content ideas into multimedia experiences.

Key Tasks and Responsibilities

- Work within the Calvert 22 Foundation brand guidelines to create layouts for the Calvert Journal and other platforms that reinforce the organisation's style and voice through visual touchpoints
- Establish the look and feel of various interfaces, including web and mobile
- Design logos, icons and infographics
- Work with the Journal team to visualise content
- Create and organise production assets, component library
- Source and produce images and video footage
- Create marketing collateral including digital and print
- Ensure brand cohesion across all design projects
- Scope time and resource required to complete project work
- Act as line manager for design team/web including consultants

Person Specification

- Inspiring, with a strong sense of visual aesthetics and the ability to formulate effective concepts
- A multitasker, managing timelines and expectations without compromising quality
- Good team player and communicator with the ability to effectively take direction as well as delegate work

Skills, experience and qualifications required:

- 5+ years experience with transitions, animation, motion design and dynamic interaction, with a solid foundation in typography, layout and design
- Excellent visual, written and verbal communication skills, along with presentation and negotiation skills
- Up to date with the latest technologies, best practices and industry trends.
- Strong problem-solving skills and effective communication of design through graphics and mock-ups
- Solid proficiency with Adobe Design Creative Suite (Photoshop, Illustrator and InDesign), InVision and Sketch
- Videography

To apply for this position please send your CV, and a covering letter (maximum one page) detailing your suitability to jobs@calvert22.org . Please state the position you are applying for and where you heard about the vacancy in the email subject box. Applications will be reviewed on a rolling basis