Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Graphic Designer</th>
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<tbody>
<tr>
<td>Salary:</td>
<td>£8.35 an hour</td>
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<tr>
<td>Location:</td>
<td>College Lane Campus</td>
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<tr>
<td>Hours:</td>
<td>Maximum of 20 hours per week (Zero Hours Contract)</td>
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**MAIN PURPOSE OF JOB**

To deliver high quality design work within set timescales, for a variety of Students’ Union projects and events. Reporting to the Marketing and Communications Manager.

**MAIN DUTIES AND RESPONSIBILITIES**

- To work with and support the marketing team by producing various pieces of design work to brief as requested.
- To produce work for a variety of needs, including assets for Social Media and the Hertfordshire Students’ Union website, campaign branding, events at the Forum Hertfordshire and promotion of Hertfordshire Students’ Union Support Services.
- To ensure work is provided to specification, and to set deadline with enough time to make amends where necessary.
- To work closely with all staff in the Marketing team, sharing ideas and offering inspiration on possible design concepts.
- Any other appropriate duties as assigned by your line manager.

**STANDARDS**

- To aspire to the highest standards of customer care at all times and in conjunction with other relevant Hertfordshire Students’ Union staff, to identify and respond to customers’ needs.
- To respect the democratic nature of the Students’ Union at all times.
- The post holder will present themselves for work being clean and tidy, wearing any stipulated uniform.
- The post holder will display the highest standards of integrity at all times.
- The post holder will observe the highest standards of punctuality.
- The post holder will not consume alcohol or illegal substances whilst on duty or arrive on duty under the influence of either.
- The post holder will have a flexible approach to the hours and days worked.
Service Excellence:

We go above and beyond for our students and each other – we’re committed to providing excellent service across the board and we support each other to prioritise this every day.

PERSON SPECIFICATION

Graphic Designer

<table>
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<tr>
<th>SELECTION CRITERIA</th>
<th>REQUIREMENTS</th>
<th>Essential/Desirable</th>
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<tr>
<td>Special Requirements</td>
<td>Excellent proven skills in and sound knowledge of Design/DTP package (Adobe, Photoshop, Adobe Indesign/Quark) and prior experience of designing for websites.</td>
<td>E</td>
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</table>
| Skills                   | Ability to work on own initiative and prioritise work  
Ability to work to tight deadlines  
Good communication and referral skills                                                                                                                     | E                   |
| Other                    | A friendly and approachable nature  
Creative and innovative approach                                                                                                                          | E                   |

This job description is intended and a guide to the duties required and is not exhaustive.