



Job Description

Job Title:	Graphic Designer
Salary:	£8.35 an hour
Location:	College Lane Campus
Hours:	Maximum of 20 hours per week (Zero Hours Contract)

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

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

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