

JOB DESCRIPTION			
Job Title:	Graphic Designer	Contractual Status:	Permanent
Hours of work:	<p>You will have a standard working week of a minimum of 35 hours (usually Monday - Friday 9am – 5pm).</p> <p>However, you will be required to occasionally work outside of normal office hours, at evenings, weekends and match days, as required.</p>	Salary Range:	£18,000 - £23,500 pro rata, per annum, dependent on experience
Location:	Turf Moor, Harry Potts Way, Burnley, BB10 4BX	Reporting to:	Media Manager / Community Marketing and Events Manager

Job Summary:

The job of graphic designer entails a split role, jointly working for the football club and Burnley FC in the Community (BFCitC), with time split roughly equally between the two organisations.

You will work as part of the football club's media team, under the Head Designer, producing wide-ranging content for web, social media and print.

In addition, working closely with the Marketing and Events Manager and the Creative Content Designer, you will be responsible for assisting with graphic design requirements for Burnley FC in the Community. Other duties that are appropriate to the role may be required.

Job Description:

Role and Responsibilities

- Assisting the Head Designer at the football club in producing official club publications, posters and all other design work for web, social media and print.
- Graphics for the charity, including but not exclusive to social media assets, website content, flyers, posters, banners, leaflets, programme adverts and merchandise.
- Understand the importance of marketing and communications across the platforms of both organisations.
- Work with a wide range of media and use graphic design software.
- Think creatively and develop new design concepts, graphics and layouts.
- Prepare rough drafts and present your ideas.
- Work as part of two innovative teams.
- Undertake any other duties appropriate to this role.
- To be able to work flexible and unsociable hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Ensure the service is delivered and managed in accordance with the Charity's safeguarding policies and procedures.
- Comply with all Charity policies.
- Promote the Burnley FC And Burnley FC in the Community brands and ethos in a professional, strong and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.

- Demonstrate the Burnley FC in the Community values at all times.

Qualifications and Education Requirements

Desirable:

- Full clean driving license, with access to own transport.
- Flexibility in working hours.

Preferred Experience, Skills and Attributes

Essential:

- Experience of working in a similar role or can show a portfolio of their own design work.
- Excellent knowledge of Adobe Creative Suite, in particular InDesign, Photoshop and Illustrator.
- Highly competent using all MAC equipment.
- Confident managing groups in a photography setting.
- Self-motivation and able to work meticulously, both individually and as a team, to achieve tight deadlines.
- An understanding of the nature of working for fast-paced, dynamic organisations, with the ability to adapt to quickly changing situations and movable workloads.
- Meticulous standards.
- A friendly, positive 'can do' and courteous attitude.
- An organised and efficient approach to work.

Desirable:

- A passion for sport and the community.
- An understanding of Burnley and the surrounding geographical areas.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<ul style="list-style-type: none"> • Full clean driving license, with access to own transport. • Flexibility in working hours.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Experience of working in a similar role or can show a portfolio of their own design work. • Excellent knowledge of Adobe Creative Suite, in particular InDesign, Photoshop and Illustrator. • Highly competent using all MAC equipment. • Confident managing groups in a photography setting. • Self-motivation and able to work meticulously, both individually and as a team, to achieve tight deadlines. • An understanding of the nature of working for fast-paced, dynamic organisations, with the ability to adapt to quickly changing situations and movable workloads. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • An organised and efficient approach to work. • Meticulous standards. • A friendly, positive 'can do' and courteous attitude. • A commitment to the aims, vision and values of Burnley FC in the Community. • Positive attitude towards professional development and their own learning. • Willingness to have a full DBS check. 	<ul style="list-style-type: none"> • A passion for the Community and making a difference. • An understanding of Burnley and the surrounding geographical areas.