



Job Description - Junior Graphic Designer

Alzheimer Scotland is Scotland's leading national voluntary organisation supporting people with dementia and their partners, families and carers. Alzheimer Scotland is both the foremost specialist provider of dementia services in Scotland, and a leading force for change. Through our fundraising and thanks to our many supporters we contribute a network of Dementia Advisers across Scotland, the 24 hour freephone Dementia Helpline and Dementia Nurses in each NHS board. We also fund dementia research.

We have services on over 60 sites from Thurso to Stranraer, which provide Dementia Resource Centres, day care, individual support and information and much more for people with dementia and their families and carers. We have six regional offices around Scotland. We employ approximately 1,000 staff and we have 700 volunteers and over 7,000 members.

We work to influence public policy both nationally and locally. Further information about the organisation can be found on our website – www.alzscot.org.

The Junior Graphic Designer will join the Communications & Marketing team at an exciting time of evolution for the organisation.

Brief purpose of the post:

The Junior Graphic Designer will support the Design & Print Manager to produce effective and appropriate design solutions for a variety of Alzheimer Scotland print publications and digital media platforms. The post holder will provide design support and creative design solutions for the organisation's campaigns, publications and digital outputs. The role works closely with the Design & Print Manager, as well as the wider Communications and Marketing team.



Main duties and responsibilities:

1. To produce effective and appropriate design solutions for a variety of Alzheimer Scotland printed publications and digital media, as per brief, including typographic, photographic and illustrative elements.
2. To work on the development of concepts from presentation to delivery, including page layout, typesetting, image and colour correction, proofing etc.
3. To produce artwork as necessary following Alzheimer Scotland template designs and guidelines.
4. Responsible for ensuring that the design solutions are of the highest quality, adhere to the Alzheimer Scotland brand and style guidelines and ensure solutions are cost effective.
5. To create and prepare final artwork for print and digital platforms as necessary.
6. To be fully involved in on-going administration of projects from briefing to final artwork and post campaign analysis.
7. To monitor, review and prioritise the status of assigned design projects, ensuring that production schedules are met and costs kept within budget.
8. Provide professional advice and support on all design-related matters to colleagues and relevant external partners when required.
9. To maintain skills and knowledge and keep up-to-date with graphic, print and technical developments within the industry.
10. Work as part of, and collaborate fully with all members of the Communications & Marketing Team, and the wider organisation as necessary.
11. General activities to support strategic activity across the organisation.

The post is graded at points 15-18, pro rata for part-time posts.

The post holder will be subject to a criminal conviction check through Disclosure Scotland

This job description is open to review by the organisation at any time and was last revised in September 2016.



Alzheimer Scotland - Person Specification

This person specification should be read with the job description for **Junior Graphic Designer**. Please note that these competencies are not ranked in order of priority.

	Essential	Desirable
Skills, ability, knowledge		
Strong written and verbal communications skills with people at all levels (internal & external) and experience of digital and social media environments.	√	
A flexible approach with the ability to be responsive to a change of focus quickly. The ability to be an adaptive thinker.	√	
Ability to work as part of a team and to initiate, sustain and respond to a range of people across the organization.	√	
Good time management and organisational skills.	√	
Ability to comprehend and monitor budgets and to relate financial information to operational activity.		√

Personal qualities and values		
Understanding of, and empathy with, the organisation's aims and values and to apply the organisation's ethos to promote, inspire and influence.	√	
Self-motivated, dynamic, and able to work without close supervision.	√	
Qualifications/experience		
Identifiable graphic design qualification. A degree/HND or equivalent experience in graphic design.	√	
Proven recent experience in a similar role (including volunteering and work experience).		
Good understanding of print production and print techniques (creating print ready artwork etc).		√
Good working knowledge of design hardware and software including Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office.	√	
Identifiable experience of social media environments.	√	
Design portfolio that includes examples of print, digital and campaign work.		
Enthusiasm and creativity, with a passion for and knowledge of design.	√	