

**Job Description
Graphic Designer**

***Vision***

Students creating success together.

***Mission***

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

***Values***

*We are:*

**Inclusive**

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

**Honest**

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

**Collaborative**

We always seek to work in partnership to help us realise our shared ambitions.

**Determined**

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

**Responsible for:** No direct line management responsibility

**Reporting to:** Communications & Marketing Manager

**Functional Relationships:**

Student Union Staff, Executive Officers, Representatives, University staff, Student Membership and Visitors.

**Section:** Communications

**Any Other Relevant Information**

Salary Grade: £8.75 per hour

Hours of Work: 14 hours per week

Work Base: Cambridge

The Students’ Union is fully committed to its policies and procedures on Equality & Diversity.

**Job Role**

* Create online and offline graphic design work for the Students’ Union
* Demonstrate exceptional attention to detail throughout all work
* Create and develop digital content (e.g. animation, video)
* Liaise with external print suppliers and coordinate the ordering process
* Develop our brand identity in conjunction with the Communications team
* Provide guidance to Students’ Union staff and Officers on the correct application of our brand
* Work with departments, briefing and advising them with regard to design style, format, print production and timescales
* Develop creative ideas to support the Students' Union's communication work.

**Person specification**

* Creative with a passion for design
* Excellent design ability, ideally with a portfolio of previous design work
* High level of competency in Adobe Creative Suite
* Excellent IT skills
* Ability to interpret briefs accurately and work within brand guidelines
* Accuracy and attention to detail
* Ability to work on own initiative and within a team
* Confident and able to talk to different people

**Skills you will gain**

* Working with an experienced designer
* Working for a professional charity
* Working with internal and external people from a range of backgrounds
* Organisational skills
* Time management and prioritising skills
* Working as part of a busy team
* Sharing ideas and giving and receiving constructive feedback