

MILTON KEYNES CHRISTIAN CENTRE

GRAPHIC DESIGNER

POSITION	Graphic Designer	SALARY RANGE	£19,000 - £21,000
DEPARTMENT	Communications	JOB LEVEL	Level 4
SHORT DESCRIPTION	Develop and execute creative, strategic, and effective graphic design	SUPERVISES	
COST CENTRE		SUPERVISED BY	Communications

THE JOB...

You'll be working within the Communications Department at Milton Keynes Christian Centre, to cover all things 'design' and help with the development of ideas and projects. You will be responsible for creative, visual support, helping to communicate to our church congregation and external audiences through various print, web, and social channels (it only has to be banners and that, don't panic about that weird code programmers speak in).

WHO WE'RE LOOKING FOR...

We are looking for someone who can use the Adobe Creative Suite packages to create great looking designs to help to spread the message of who we are and what we do. If you can make things look nice and colour within the lines, then you might be the dude – or indeed dudette, for us!

We're looking for someone who can design and create print (and potentially online) elements, for items as broad as devotional brochures, web graphics, sermon series and related collateral, promotional products (cards, posters, shirts, newsheets, media slides), stationery, to t-shirts or *even* exhibition materials – wow right!

WHAT YOU'LL BE DOING...

1. Design:

- Create and revise graphic design and visual content for all channels: print, web, social media, signage, screens
- Help build and equip volunteer network of designers to meet ongoing graphic support needs
- Maintain brand guidelines and ensure consistent and correct application across all channels
- Create, produce, and support the development of creative design elements for weekend services and special events
- Partner in development and provision of print publication for all church

2. Projects & Coordination:

- Generate ideas and solutions that are innovative, exciting and have a measurable impact
- Build and maintain good working relationship with Communications Project Manager (CPM)
- Develop, organise and manage a robust library of approved artwork

- Build user skill, confidence and understanding of the use of graphics (within the staff team and volunteers) to achieve communications outcomes
- Keep up to date with current creative trends and developments and ensure we remain timely and current in our use of design, in print and digital / social media

3. Events:

- Create original branding and artwork for events, collaborating with other members of Communications and other departments

WHO ARE WE REALLY AFTER?...

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

	THE RIGHT STUFF	BONUS MATERIAL
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ GCSE's / A Levels ▪ Graphic Design Degree or a related field 	<ul style="list-style-type: none"> ▪ Up to date with current creative trends and developments
EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum 3 years of design experience ▪ Developed portfolio of recent work (warning: we'll ask for proof). 	<ul style="list-style-type: none"> ▪ Previous experience producing creative materials for clients before – even if it's your uncle! ▪ Experience producing original branding and design for events
SKILLS	<ul style="list-style-type: none"> ▪ Duh – print, online and design ▪ Good at Adobe Creative Suite! ▪ Able to deliver creative content – especially in Photoshop, InDesign and Illustrator ▪ Knowledge of graphic production process ▪ Strong conceptual skills, high sense of design, layout and typography ▪ Broad thinker – able to offer a variety of design solutions ▪ Able to apply style guides in creative manner ▪ Good understanding of branding ▪ Attention to detail ▪ Commitment to excellence, imagination, responsiveness, and team 	<ul style="list-style-type: none"> ▪ Good at using a computer that was created by people who could see what they were building (hint: 🍏). ▪ Knowledge of print production processes ▪ Good at spotting miztooks ▪ Expertise in print – able to work from design to print stage

PERSONAL THINGS	<ul style="list-style-type: none"> ▪ Relationship and commitment to Jesus Christ ▪ Work well with tight deadlines in a team environment ▪ Able to communicate effectively with all levels of team, members of congregation and general public ▪ Strong creative, organisational, problem solving and time-management skills ▪ Excellent interpersonal and communication skills ▪ Adaptable and quick learner 	<ul style="list-style-type: none"> ▪ Good at doing important things, before they should have been done ▪ Quick on the draw – no, serious, lots of stuff means you’ll need to work fast!
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WORKING WEEK...

- 40 hours a week
- Monday – Friday

ONGOING VISION...

Milton Keynes Christian Centre will continue to grow and expand – anyone accepting a staff role must understand that ongoing change will be a part of this church, and therefore must be flexible, open to challenge and willing to move and grow with the ongoing vision.

Please note, there is a genuine Occupational Requirement under the Employment Equality (Religion and Belief) Regulation 2003, for the post-holder to be a committed Christian and church member. The post-holder will work in a Christian environment. Therefore, it will be necessary for the post-holder to have respect for the Christian faith, its values and be in sympathy with our organisational aims.