



**BOLD**

### **Job Description, Person Spec and Further Information**

Job Title	Midweight Graphic Designer
Job Purpose	To provide support to the Creative Director and Senior Designer in delivering graphic design services to social enterprises and third sector organisations across Scotland.
Accountable to	Creative Director

#### **Job Description**

##### **Primary Duties**

1. Assisting the current graphic design team in producing creative for use in branding projects and websites on behalf of our clients.
2. This will range from layout of publications, website design, posters, branding, logos and everything in between
3. Assisting the team to take creative routes and get them print or web ready
4. Liaising with sub-contractors including printers, photographers, web developers, animators and others.
5. Producing original artwork for both Community Enterprise and its initiatives for outward facing marketing strategies.
6. Liaise with the clients to produce work that fits specification

##### **Secondary Duties:**

7. Support the creative development and implementation of Social Media marketing activities and campaigns.
8. Supporting the various web-based activity of the organisation.
9. To provide pack shot photography to enhance promotion or our portfolio
10. Working flexibly as part of a small but growing team
11. Contribute to the day to day tasks of a creative studio

Location	Glasgow
Duration	Permanent
Line Management	Creative Director
Employed by	CEL-Trading Ltd
Salary	£21,000 to £24,000 depending on experience

## Person Specification

In addition to a sympathy for social justice, you will demonstrate a specialist knowledge and expertise in creative design (including logo design and design for print and web).

The suitable candidate will possess the following:

1. An organised approach to workload and time management
2. A deep interest in quality design
3. A passion for social justice
4. A sound knowledge of creative software primarily focused upon InDesign, Illustrator and Photoshop, with the ability to maximise the communication value of both in house bespoke artwork and client assets covering a range of numerous and diverse projects. Working knowledge of other CS elements a bonus
5. Comfortable designing for websites
6. Proven knowledge of typography, print process and some digital design.
7. Experience using the Microsoft Office Suite.
8. Creative flair with a strong visual sense of aesthetics.
9. The ability and confidence to present and explain original ideas to the team and other departments.
10. The experience to work through the creative process with clients who are new to branding and design and may require extra support.
11. Strong time management, reflecting excellent communication and organisational skills.
12. Ability to effectively prioritise workloads and meet strict deadlines according to needs of the business.
13. A portfolio that demonstrates innovative and original thinking.
14. Confident answering the office phone and speaking to clients
15. A sensitivity to and interest in social justice as all our clients are charities, community groups or social enterprises and our vision is to use strong branding and marketing to help the enhance their social vision.

An easy-going nature is essential and flexibility is important. This is a small and diverse team and we need someone who is happy to pull their sleeves up and muck in, multi-tasking beyond being a designer to keep the organisation running smoothly and efficiently.

## What We Need

With a rapidly expanding workload and a growing social enterprise sector in Scotland and internationally, we are looking to recruit an enthusiastic and creative individual who will bring new ideas and a determined work ethic to a well-established creative team.

Your skills should be concept and strategy driven with a hands-on approach to creative solutions.

You should be able to visualise your thoughts coherently, be flexible, and have a solid delivery on typography, formatting and finishing. You will be well supported by the Creative Director and Senior Designer but will be expected to be driven and motivated using initiative to drive projects forward

The ideal portfolio will demonstrate a high level of creativity, beauty and art working. We are currently handling a number of different rebranding projects and require an individual to work from concept to print ready art work. As part of the design team, your role as a graphic designer will be diverse and challenging including producing creative for branding projects, web projects and online marketing activities.

This is an exciting position that will grow and change very quickly and we believe there is a huge opportunity for development.

## **BOLD**

BOLD is a fully integrated creative agency that employs an innovative approach to brand development, digital and web design. We are a social enterprise ourselves and work solely with charities, third sector organisations and social enterprises. A mission for social change is vital to our motivation.

We work closely with our clients to create beautiful, engaging and appropriate brands that are articulated using traditional design, digital and offline techniques to provide a tool kit of assets that builds confidence within the organisation and supports business growth.

We believe all organisations: large and small, start-up or established should have access to original and beautiful creative solutions.

Our portfolio can be seen at [www.bold.scot](http://www.bold.scot).

We are the first and biggest social enterprise agency and are growing, offering a variety of services from large creative re-branding to small scale marketing strategy on a budget as well as leading on smart web development.

## **Community Enterprise**

BOLD Marketing is a trading division of Community Enterprise and the marketing service enhances and complements the core work of the organisation. Community Enterprise ([www.communityenterprise.co.uk](http://www.communityenterprise.co.uk)) is a leader in business support for social enterprise in Scotland. The organisation has a growing team of dynamic and highly skilled people dedicated to supporting charitable organisations and social businesses to develop new income streams and maximise revenue. This is then reinvested in supporting disadvantaged people and communities.

## **To Apply**

Further Details : See job description, key skills and background sheet or call/email Doug on 07971 229339 [hello@bold-studio.co.uk](mailto:hello@bold-studio.co.uk)

Deadline: 15<sup>th</sup> May

Salary: £21,000 to 24,000 depending on experience.

To apply: send a CV and a link to your portfolio to [maria@communityenterprise.co.uk](mailto:maria@communityenterprise.co.uk)

## **Status**

We would prefer someone in the office full time but if this is not possible for you, we can be flexible to a certain extent so please feel free to suggest options.