

## **Job Description**

<b>Job Title:</b>	Creative Designer
<b>Department:</b>	Communications
<b>Location:</b>	The Vineyard Church, 7 Brick Knoll Park, St Albans, AL1 5UG
<b>Reports to:</b>	Communications Manager
<b>Main Purpose:</b>	To work with the PR & Communications Department to assist in the outworking and development of the vision, mission and purpose of the St Albans Vineyard Church. In particular, to be responsible for ensuring all visual design adheres to the Church's brand, produce graphics for all our online and offline channels, assist in developing the Church's video production arm, and creative input into developing our Social Media strategies.
<b>Hours of Work:</b>	21 hours (3 days) per week

## **RESPONSIBILITIES & DUTIES**

- Ensure brand consistency across all media (online and offline).
- Design graphics for print (e.g. The Paper, Care Centre) that adheres to the St Albans Vineyard Church's vision and values.
- Design graphics for Sunday services (Sunday messages & promotions) that adhere to the St Albans Vineyard Church's vision and values.
- Design graphics for our online channels (website, app) that adhere to the St Albans Vineyard Church's vision and values, including still and video assets.
- Work with Communications Team to produce high quality and engaging content for its Social Media channels (Facebook, Insta, Twitter) that adhere to the St Albans Vineyard Church's vision and values.
- Work with all relevant internal stakeholders to ensure materials are available for timely distribution.
- Assist in the content management of the St Albans Vineyard Church's website & app.
- Creative input into the Communications Team's Social Media strategy to develop The Vineyard Church's reach and engagement.
- Develop & maintain the St Albans Vineyard Church's image library and oversee a volunteer photography team.
- Assist in the management and development of the Sunday volunteer video team.
- Develop video content for use across all media channels.

## **Other requirements**

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your Line of Management.

**Key Factors**

Employee Reports: Relevant Volunteer Teams

Financial Responsibility: n/a

**Person Specification**

ITEM	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Basic GCSE's or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A design-based/related degree or training</li> </ul>
<b>SPECIAL SKILLS</b>	<ul style="list-style-type: none"> <li>Excellent design 'eye'</li> <li>Fluency in the Adobe Creative suite: InDesign, Lightroom and Photoshop</li> <li>Experience of working with CMS</li> <li>Good written &amp; verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Website design skills (HTML, CSS, Javascript)</li> <li>Experience in filming/editing shorts</li> </ul>
<b>WORK / VOLUNTEER EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in designing print &amp; online</li> </ul>	<ul style="list-style-type: none"> <li>1 years' experience of working within a design environment</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>How to develop a design concept from start to finish with a strong idea base, to meet the requirements of a brief within a required timeline.</li> </ul>	
<b>SPECIAL FACTORS RELEVANT TO THE POST</b>	<ul style="list-style-type: none"> <li>Ability to understand &amp; work within the vision &amp; mission of The Vineyard Church.</li> </ul>	<ul style="list-style-type: none"> <li>Adherence to the Statement of Faith of Vineyard Churches UK</li> <li>Adherence to the Vision &amp; Values of St Albans Vineyard Church</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Excellent accuracy and attention to detail</li> <li>Good organisational skills and ability to prioritise</li> <li>Good interpersonal skills</li> <li>Reliability and able to deliver within a set timeframe</li> <li>Able to work as part of a team as well as independently</li> </ul>	