

# Job description

## Graphic Design and Media Assistant

### Who we are

BRF is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible. BRF resources the spiritual journey of individuals and the mission and ministry of local churches.

### The role

**Main purpose:** To provide graphic design and media services to the organisation

**Reporting to:** Head of Content Creation

**Location:** Home-based in the south of England with regular visits to the BRF office, Abingdon

**Hours:** Full-time (37.5 hours per week)

**Salary:** From £21,000 pa

### Main areas of responsibility

- Supporting the Graphic Designer and Media Producer in the creation of content for BRF's ministries
- Creating print and digital resources and image assets for dissemination through social media, digital marketing campaigns, BRF websites and other platforms

#### Design:

- With support as required, design materials for different teams such as leaflets, flyers, catalogues, banners, brochures, reports and conference materials
- Lay out pages for books and Bible reading notes
- Create print-ready files and check printer proofs
- Create web sample pages and PDF downloads
- Supply cover graphics and advance materials on request
- Maintain BRF and ministry visual brands
- Provide website, email and social media design input as required
- Source and purchase photographic and artwork images, agreeing licence details and costings
- Input into improving systems for how images are stored and shared across the organisation

#### Media:

- Work alongside the Media Producer to acquire and edit a wide range of video and audio material
- Assist the Media Producer with filming projects
- Travel to filming locations and assist with production, setting up cameras, lights, microphones, etc.
- Organise and upload media into the cloud, doing basic video and audio editing
- Input into concepts and video scripts
- Build a photo bank of BRF's ministries in action

## Skills and experience

### Essential

- Degree or equivalent qualification in graphic design, animation, motion graphics or multimedia
- Experience of producing creative materials (graphics and video/animation)
- Knowledge of Adobe Creative Suite (InDesign; Photoshop; Illustrator; Premiere; Audition, etc.)
- Good working knowledge of Microsoft Word, PowerPoint and Excel
- Excellent design skills and an eye for layout with strong attention to detail
- Understanding of the importance of brand and ability to give visual coherence to each range
- Excellent written and verbal communication skills
- High levels of organisation and ability to prioritise a varied workload
- Keen to learn and be mentored to develop skills
- Flexibility and ability to work well under pressure to meet deadlines
- Ability to collaborate with a variety of stakeholders to achieve the best result
- A positive, can-do attitude, willing to 'chip in' to get the job done
- Ability to work undirected at times and to use initiative
- Full UK driving licence and willing to travel for filming
- Strong commitment to the aims of the organisation

### Desirable

- Typographic skills and familiarity with formatting text using InDesign styles
- Knowledge of copyright with regard to use of graphics, music, etc.
- Experience of the advantages and limitations of various types of cameras, microphones, codecs and compression formats appropriate to a variety of filming situations
- Experience of filming with smartphones and DSLR/mirrorless cameras and awareness of the associated advantages and limitations
- Proficiency in animation
- Experience of picture research
- Experience of working with a web Content Management System (CMS) e.g. WordPress
- Experience of creating ebooks
- Understanding of web design principles

## Benefits

- 28 days' holiday per annum, including Bank Holidays
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Private Health Insurance (after successful completion of probationary period)
- Flexible working opportunities; TOIL scheme

There is an occupational requirement that the role be held by a Christian, as defined by the Equality Act 2010.

*To apply, please email your CV together with a covering letter outlining how you meet the skills and experience required to Sara Sheerin at [peopleadmin@brf.org.uk](mailto:peopleadmin@brf.org.uk).*

**Closing date:** Friday 29 October 2021 5.00 pm    **Interview date:** tbc

