# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030

**ummah welfare trust**

Reg. Charity No. 1000851

| | |
|---|---|
| **ROLE** | **Graphic Designer** |
| **STATUS** | **Full-time** (based at the head office in Bolton) |
| **HOURS** | **37.5 hours/week** |
| **RESPONSIBLE TO** | **Media Manager** |
| **SALARY** | **£23,000 to £26,000** (depending on experience) |

## THE ROLE
Ummah Welfare Trust is looking for a creative and organised individual, sympathetic to the charity's aims, to help design, create and manage the charity's dawah output.

As part of the media team, the candidate will play a vital role in educating and raising awareness about the charity's *Al Hayat ma Allah* Islamic work. The ideal candidate would also have some experience in video production and editing for social media.

## MAIN DUTIES
- Conceptualise and design content for publications and campaigns.
- Work with briefs to prepare and create fresh designs for web, social media and print publications.
- To work as part of a team alongside a researcher and contents editor to produce high quality Islamic content.
- Liaise with regional fundraisers in providing and facilitating design material for online and print campaigns.
- Ideally, on occasion produce video material showcasing Islamic reminders and talks with captivating visuals.
- Undertake other ad-hoc duties, including answering phone calls and leafleting.

## PERSON SPECIFICATION
- Significant work experience in print and web design. A design portfolio would be needed to showcase visual design skills and attention-to-detail.
- Proven experience using Adobe Creative Suite, including InDesign, Photoshop and Illustrator.
- Self-motivated and proactive. Willing to use creativity and innovation to promote the Al Hayat ma Allah project and ideals.
- Understanding of typography and design layout.
- Have sound Islamic knowledge, ethics and understanding.
- Able to work well in a team, to work quickly, particularly in busy seasons, and show attention to detail.
- Respectful and strong communication skills.
- Ability to produce quick turnaround for the social media channels.
- Working knowledge of Adobe Premier Pro and After Effects is desirable.
- Knowledge of Arabic is desirable.

**This post is subject to a Disclosure and Barring Service (DBS) check.**
To apply for this role, email your CV and Covering Letter to **vacancies@uwt.org**. The closing date for applications is **15th July 2020**. For more information or discussion about the role contact: 01204 661048.

**Deadline for applications is 18th December 2020.**