

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Graphics Designer</b>
<b>STATUS</b>	<b>Full-time (based at the head office in Bolton)</b>
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Media Manager</b>
<b>SALARY</b>	<b>£22,000 to £25,000</b> (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 print and digital output.

## MAIN DUTIES

Work with briefs to prepare and create fresh designs for web, social media, merchandise, print publications and forms (digital and print) – often to short deadlines.

Liaise closely with the Project Lead and a Content Editor and other teams to ensure work is delivered in a timely, accurate and efficient manner.

Liaise with regional fundraisers in providing and facilitating design material for online and print campaigns.

Ideally, on occasion produce video material showcasing charity work 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, Illustrator and Acrobat Pro.

Self-motivated and proactive. Willing to use creativity and innovation to promote Ummah Welfare Trust's brand 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.

Well-mannered, respectful and strong communication skills.

Ability to produce quick turnaround for the social media channels.

Working knowledge of Adobe Premier Pro and After Effects desirable.

A strong portfolio of your work to date will be needed.

**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](mailto:vacancies@uwt.org). The closing date for applications is **11<sup>th</sup> April 2021**. For more information or discussion about the role contact: 01204 661048.