

# 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 PR office in Birmingham)</b>
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Media Manager</b>
<b>SALARY</b>	<b>£23,000 to £26,000</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 is 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 **31<sup>st</sup> December 2021**. For more information or discussion about the role contact: 01204 661048.