

# ISLAMIC RELIEF UK

## HR Department

### Job Description & Person Specification

#### Graphic Designer

(Temporary post - 6 months in the first instance)

Location: UK Head Office, London

Reports to: Communications Manager

Hours: 35 hours per week

Salary: £20,910-£25,029 plus £3,000 London allowance pro rata

#### Islamic Relief

Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of colour, race or religion. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a key, well known and respected aid agency in disaster relief and the ongoing development of people in over 30 countries. It specialises in Education & Training, Health and Nutrition, Water & Sanitation, Income Generation, Orphans' Support, Emergency Relief and Disaster Preparedness. Islamic Relief is a member of the Disasters Emergency Committee (DEC) and is an implementing partner for DFID, ECHO, the World Food Programme and UNHCR.

Islamic Relief UK forms part of Islamic Relief Worldwide and is primarily a fundraising and awareness-raising unit which is also becoming increasingly active in the implementation of UK social welfare and community development projects. IRUK works with various sections of the community including the government, other NGOs, community groups and business.

#### Job Brief

Islamic Relief requires a middleweight Graphic designer to support its creative services. The successful candidate must be able to adapt their design style to the humanitarian aid sector and will work on fundraising and promotional literature including DM letters, flyers, electronic newsletters and booklets. He or she must have demonstrable experience of producing designs from the concept stage using InDesign, Quark, Photoshop and Illustrator. In addition, the Graphic designer will work from existing templates and designs. He or she must also be able to contribute creatively (ideas and visuals) to thematic, cross media discussions, and be resourceful enough to overcome problems. The ability to work to tight deadlines and manage a demanding workload is essential. He or she must be able to work as part of a team, with minimal supervision. It is important that the Graphic designer can work with departments and external design houses to ensure designs meet Islamic Relief's needs. The successful candidate must be willing to work flexibly, including occasional evenings and weekends.

#### Main Duties and Responsibilities

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Develop graphics and layouts for product illustrations, and websites.
- Design and layout UK publications for different campaigns
- Prepare illustrations or rough sketches of material, discussing them with clients and/or supervisors and making necessary changes.
- Work closely and collaborate within the creative unit to produce consistent level of branding for campaigns, literature, and presentations.
- Prepare notes and instructions for printers who assemble and prepare final layouts.
- Photograph layouts, using camera, to make layout prints for supervisors or clients.
- Produce still and animated graphics for on-air for fundraising videos, live appeals.
- Work and liaise with external design agencies.

#### Person specification

##### Experience

- Demonstrable experience in a similar role. Working in the humanitarian aid sector would be an advantage.
- Proven experience of producing designs from the concept stage.
- Producing designs for use in different media.

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**Technical Skills**

- Extensive experience of Indesign, Quark, Photoshop and Illustrator.
- Knowledge of working on Mac or PC platforms.
- Ability to work on different concepts/jobs simultaneously.
- Knowledge of photography and/or video desirable.

**General**

- Excellent prioritising and organisational skills.
- Ability to maintain an organised and accessible filing system.
- Ability to work under pressure and to tight deadlines.
- Ability to work with minimal supervision and as part of a team.
- Good communication and relationship building skills.
- Able to think round problems, and enjoy generating ideas.
- Willingness to work unsocial hours including evenings and weekends for which time off in lieu will be given.

All these requirements are considered essential unless otherwise stated.