

## JOB DESCRIPTION

<b>Job Title</b>	Junior Graphic Designer
<b>Reports To</b>	Senior Designer
<b>Location</b>	Long Ashton
<b>Department</b>	Fundraising & Communications
<b>Job Purpose</b>	As part of the in-house Marketing & Communications team, support the Senior Designer in creating the graphic design and creative content required by the Hospice. Spanning from patient literature to fundraising materials and shops point of sale, all content must be accurate, meet the brief and add value whilst remaining true to the brand.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Marketing team</li> <li>• Fundraising Team</li> <li>• Retail Team</li> <li>• The wider Hospice</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Producing and assisting with great creative content across digital and print, with the ability to be both meticulous and work at speed.</li> <li>• Manage multiple design tasks simultaneously while meeting deadlines and project timelines.</li> <li>• Work collaboratively with the Senior Designer, the Marketing Team, and other internal clients to support campaign and project needs.</li> <li>• Working closely with colleagues, contributing creative ideas throughout the briefing and delivery stages, using kick-off meetings, mock-ups, and mood boards to work through ideas together.</li> <li>• Take direction and incorporate feedback from senior creatives and stakeholders to improve design outcomes.</li> <li>• Ensure all designs align with brand guidelines and maintain visual consistency across all materials.</li> <li>• Prepare artwork for print or digital delivery, ensuring accuracy in file formats, resolutions, and specifications.</li> <li>• Organise and maintain digital asset libraries, templates, and design files.</li> <li>• Explore different media including photography, graphics, animation and film, to meet the needs of individual briefs.</li> <li>• Stay up to date with change and progress within the design and marketing industry and seek opportunities to integrate this into your work.</li> <li>• Have a flexible and supportive approach with the ability to deliver large scale well-briefed jobs as well as smaller, short-notice ad-hoc jobs when the business requires.</li> </ul>

### Equality Statement

St Peter's Hospice expects all staff and volunteers to act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights and to treat everyone with whom they come into contact equitably, with respect and without discriminating.

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They should recognise and appreciate that people, both colleagues and service users, are different and act in ways that are consistent with their needs and preferences. They should ensure that the practices and processes operated in their areas of work are fair and provide equitable treatment for all and they should take effective action to deal with any discrimination or unfair treatment of which they become aware.

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### **St Peter's Hospice Values**

**Excellence** - to strive to be the best we can, listen, learn and innovate

**Compassion** - to show understanding and care in everything that we do

**Respect** - to value everyone and embrace the value of our differences

**Passion** - to be proud of our work and the impact we have

**Collaboration** - to work as one team - built on shared goals and effective relationships

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### **Health and Safety**

Under the provisions of the Health & Safety at Work Act 1974, it is the duty of every employee

i) to take reasonable care of themselves and others at work

ii) to co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty.

iii) Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

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### **Rehabilitation of Offenders**

The Hospice promotes equality of opportunity for all individuals with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We undertake not to discriminate unfairly against anyone who has previous criminal convictions and having a criminal record will not necessarily be a bar to employment with the Hospice.

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### **Scope of Job Description**

This job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

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## PERSON SPECIFICATION

### Note:

Please use the 'Evidenced by' column to indicate where the criteria should be demonstrated  
A= Application Form, I = Interview, A/I = Application & Interview. **This column is optional**

Criteria	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
Qualification in Graphic design		x	A
Qualified to GCSE level		x	A
<b>Knowledge &amp; Experience</b>			
An exceptional eye for detail, ensuring content is delivered proofread and ready to go.	x		A/I
Experience in Adobe software including InDesign, Illustrator and Photoshop for creating print and digital collateral.	x		A/I
Basic understanding of design principles, layout, typography, digital and print.	x		A/I
Supporting with brand maintenance, highlighting any inconsistencies that you come across throughout the organisation.	x		A/I
Knowledge of Microsoft Office and Teams.	x		A
Ability to work with client briefs.	x		A/I
Photography – taking and editing photos.		x	A/I
Videography – shooting and editing simple films.		x	A/I
Animation.		x	A/I
<b>Skills</b>			
A strong portfolio showcasing your creativity, design skills, and attention to detail.	x		A/I
Excellent communication skills.	x		A/I
Excellent time management and the ability to manage several projects at once.	x		A/I
Passion and enthusiasm for design, with a creative flair.	x		A/I
A flexible approach when working in a team.	x		A/I
Accuracy and attention to detail when finalising designs.	x		A/I
Being open to feedback and willing to make changes to your designs.	x		A/I
<b>Personal Attributes</b>			
An understanding and empathy for the work of the Hospice	x		A/I
Full UK driving licence and access to own transport (or ability to travel to office / client sites as required, including via public transport).	x		A/I
Enthusiastic and positive.	x		I

Strong attention to detail.	<b>x</b>		<b>A/I</b>
Flexible and adaptable.	<b>x</b>		<b>A/I</b>
Team player.	<b>x</b>		<b>A/I</b>