

JOB DESCRIPTION

Graphics Designer (Part-Time)

SUMMARY

Title: Graphics Designer
Salary: £15,000
Reporting to: MD
Hours: 20 hours per week
Contract: Part-Time, Permanent
Location: Office based (East London) but we will consider remote work for exceptional applicants.

APPLICATION DEADLINE: 30/09/2022

THE ORGANISATION

Beginning our journey in 2006 to see every Muslim confident and impacting the world, islam21c's mission is to inspire and empower Muslims with prophetic guidance and solutions through transformational digital content.

We seek to develop confident Muslims, who are able to bring positive, practical change to society. We believe this can be achieved by authentic Muslim voices, orthodox Islamic guidance, and contemporary advice across the digital expanse.

Alhamdulillah our content is read, viewed, and listened to by millions across the globe.

THE ROLE

The Graphics Designer is an experienced individual that can collaborate, brainstorm, and strategise with multiple teams or clients for a wide range of materials that may include web pages, presentations, programming collateral, signage, internal communication, newsletters, and marketing materials. They will be organized, proactive, and have the ability to inspire those around them.

KEY RESPONSIBILITIES WILL INCLUDE

- Develop concepts by hand or with software, and execute original content determining ideal usage of colour, text, font style, imagery, and layout
- Manage the design and uploading process of all project material, understanding best practices for using a content management system
- Assess the creative design elements of the whole project and plan improvements
- Develop branding guidelines across the whole project
- Creating Visual Graphics for Social Media campaigns and website
- Creating Marketing material for Islam21c and Fundraising
- Creating Graphic elements for Visual productions
- Be involved in design and user improvements of the Islam21c website

OBJECTIVES

- Work on a wide range of projects and media, using various computer software to visualize and develop innovative graphic designs that meet business goals
- Obtain input from Media Manager, ensuring designs meet organisational standards and brand expectations, express ideas accurately, and represent the company or client appropriately
- Work independently and cooperatively on multiple projects with the Media team, meeting deadlines and budget constraints, and scheduling project implementation based on workload.
- Examine existing processes, identifying flaws and creating solutions to improve design capabilities
- Update and maintain internal databases of designs, photography, and video

PERSON SPECIFICATION

- Good general education, typically to the Higher/A level equivalent, or equivalent qualification or work experience in a relevant area
- Good knowledge and able to use Adobe products and design software, including Illustrator, InDesign and Photoshop is essential
- Proven experience with graphic design, with a strong portfolio of work is essential
- Demonstrable experience of working effectively with others and independently
- Experience with planning multiple projects and delivering to deadlines
- Able to understand working with a complex organisation
- Exceptional creativity and innovative design skills
- Ability to quickly build relationships with others
- Proficient in e-communication
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Excellent planning, organisational and administrative skills – with a particular focus on attention to detail
- Self-motivated and self-reliant
- An eye for detail plus the ability to produce accurate work when under pressure.

HOW TO APPLY

In order to apply for this role, you must have the right to live and work in the United Kingdom.

The deadline for applications is 9:00pm on Friday 30th September 2022.

Please submit your CV, and a link to your portfolio that demonstrates a range of work.

To submit your application, please go to islam21c.com/jobs or if you have any questions about any aspect of what is required for the application, please email yunus.abdullah@islam21c.com and salman.butt@islam21c.com.