

**JOB DESCRIPTION**

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| Function: | | Brand and Communications |
| Position: | | Junior Graphic Designer (Corporate Communications) |
| Job holder: | |  |
| Date (in job since): | | - |
| Immediate manager  (N+1 Job title and name): | | Liam Curtis (Head of Creative Services) |
| Additional reporting line to: | |  |
| Position location: | | 310 Broadway, Salford M50 2UE |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * Produce high-quality, visually engaging creative content in support of campaigns and projects from across the UK&I business * Provide brand compliance advice to colleagues in line with Sodexo brand guidelines | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | |
| Financial:  Staff:  Other: | Operating in line with specific project budgets No direct reports Meeting deadlines and performance KPIs | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Part of a creative, highly motivated team supporting a wide range of UK & Ireland business activity related to internal and external marketing and communications. * Pace and volume of work * Content development in line with Sodexo brand guidelines |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Creative solutions (90%)**   * Help to develop powerful creative concepts in response to client briefs, working with the creative lead and clients to understand and articulate their needs where necessary. * Deliver high-quality creative designs for print, web and social media use in line with Sodexo brand guidelines and client timelines. * Work closely with Head of Creative Services and Creative Lead to ensure output is subject to quality control before sharing with clients. * Managing amends and artworking in line with feedback from clients and Head of Creative Services * Provide creative support to the management of print and branded merchandise requests via external partners   **Project administration (5%)**   * Work closely with the Creative Lead to take ownership of plans, briefs, templates, and timelines for creative workload. * Work closely with the team to ensure systems and processes are as effective as possible and enable remote and collaborative working (including with external partners) * To carry out projects within agreed budgets, informing the client and Head of Creative Services of any problems arising with budgets or deadlines. * Help to run and develop the inhouse image bank. Uploading, organising and tagging images as the need arises.   **Brand guardian (5%)**   * Promote Sodexo Brand Hub guidelines within the UK&I business * With support of the Head of Creative Services and Creative Lead, champion creative thinking and innovation within the Brand and communication and wider segment teams |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Deliver high-quality creative designs in support of campaigns and other projects * Meet performance and customer success KPIs |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential**   * Highly Proficient in Adobe Creative Cloud platforms (Photoshop, InDesign, Illustrator) * Working knowledge of the print process * An energetic and passionate attitude towards design * Creative flair and strong visual sense and attention-to-detail * Effective communication and written skills * Excellent time management and organisational skills * Able to work autonomously, in a fast-paced environment, and juggle (sometimes competing) priorities * Good team working skills * Open to challenge and feedback   **Desirable**   * Working knowledge of Premiere Pro, After Effects * Degree-level qualification in graphic design (or similar) * Additional creative skills, e.g. animation, illustration, web / app development, video production, photography * Awareness of emerging creative trends and design technologies (e.g. AI trends and techniques) |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Promoting the brand | * Personal and influencing skills | |  |  | |