

Ruskin Mill Trust (the Trust)

Job Description

Position	Creative Artworker (Graphic Design), Ruskin Mill Trust
Post Reference No:	RMT101193
Field of Practice	Transformative Leadership and Management (Field 7)
Grade:	8
Responsible to:	Publishing Manager (PSTE).
Location:	Corporate Offices, Nailsworth

Job Purpose

To work collaboratively with internal stakeholders to translate artwork concepts and messaging into marketing materials by managing the creative process through from an initial brief to print and delivery.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method.

The post holder is to contribute to the whole life of the Trust, always remembering that our core purpose is to improve the education and lives of the young people with complex behaviours and difficulties including autism.

The post holder may be expected to carry out duties at all Trust College and School premises, some of which are located a distance from the main College sites and at such other places and projects as the Trust may reasonably require.

Evening and weekend working may be required to meet the requirements of the role.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. The Creative Artworker (Graphic Design) will be responsible for the creation of original artwork from initial briefs for use by the Trust, in a variety of different areas.
2. The creation of artwork for a variety of offline communications material to include, advertising, branding and marketing projects and targeted campaigns.
3. To ensure that all artwork created is of the highest standard and meets Ruskin Mill Trust's guidelines and aesthetics.
4. To ensure that all artwork is delivered according to Ruskin Mill Trust branding guidelines.
5. To create print ready artwork for use by various departments.

6. To prepare layouts, formatting text to stylesheets and preparing files for printers.
7. To liaise with external printers from creation of artwork through to delivery and despatch (Trust wide).
8. To construct artwork master templates create internal guidelines for Trust wide reference.
9. To work on a variety of different projects covering typography, retouching designs, layouts, illustrations and the proof reading of all new materials.
10. To attend all Trust sites within England, Scotland and Wales coupled with attendance at Trade Show events when required.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out of the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Creative Artworker (Graphic Design) has no direct reports.

Liaison

To liaise with all staff employed by the Trust.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Creative Artworker (Graphic Design)

The following are the criteria that will be used for Shortlisting

- An awareness and experience of printed media process is essential.
- Proficiency in the use of Adobe Indesign, Illustrator and Photoshop is essential.
- Ability to work either as part of a team or autonomously is essential.
- Experience of working in a marketing, graphic or design background is essential.
- The ideal candidate must possess an excellent attention to detail coupled with the ability to accurately proof read marketing materials.
- Driving licence and own car desired but not essential.
- The ideal candidate will possess a pro-active approach with excellent communication and organisational skills with the ability to multi task.
- Experience of working within a charitable organisation is desirable.
- Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris.