

## Position description

Position Title:	Graphic Designer
Team:	Marketing & Customer Experience
Reports To:	Marketing Manager
Position Type:	Full time (consider part-time)
Required Hours:	38 hours per week (or agreed part time)
Location:	Brisbane
SCHADS Pay Level:	3
Qualifications required:	Bachelor's degree or diploma in Graphic Design
Effective Date:	November 2024

### Position summary

The purpose of the Graphic Designer is to deliver high quality graphic, photo and video assets for use across all channels. The Graphic Designer will champion the GIVIT brand and drive the creative process.

The Graphic Designer's main responsibilities include:

- Creating and managing GIVIT's graphic content across all channels, including web, digital, social, email, print collateral, reports, presentations and other materials to showcase GIVIT's work.
- Concept development and idea generation for marketing campaigns; as well as storyboarding, shooting and editing video content to support campaigns across all channels.

An up-to-date knowledge of new and emerging design, brand and digital marketing trends and changes is required.

Based in Brisbane, the role may require some out of hours or weekend work, particularly during times of disaster and emergency. Occasional travel may also be required.

### Key responsibilities

Function	Task
Graphic design	<ul style="list-style-type: none"> <li>• Champion the GIVIT brand and its development, ensuring all material is consistent with the GIVIT brand and corporate identity.</li> <li>• Design GIVIT's visual content (infographics, corporate publications, website graphics, video, social, presentations) to showcase GIVIT's work.</li> <li>• Manage GIVIT's template library.</li> </ul>
Videography and photography	<ul style="list-style-type: none"> <li>• Capture photo content to support marketing campaigns and promotional initiatives.</li> <li>• Storyboard, shoot and edit video content to support campaigns across all channels.</li> <li>• Manage GIVIT's content library including visual assets.</li> </ul>
Design and production administration	<ul style="list-style-type: none"> <li>• Manage the creation of collateral, signage and other materials including liaising with printers and suppliers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Marketing Team with other ad-hoc tasks as required.</li> </ul>
Workplace culture	<ul style="list-style-type: none"> <li>• Display excellent work ethic and motivation to make a difference to people in need.</li> <li>• Role model GIVIT values and behaviours that demonstrate a high level of performance and integrity.</li> <li>• Actively participate in GIVIT office and online meetings and communications.</li> <li>• Follow GIVIT policies and procedures with pride.</li> <li>• Showing appreciation for charities, donors, supporters and volunteers.</li> </ul>

## Skills & knowledge

### Qualifications, Experience and Technical

- 5 years' experience in an in-house design department or creative agency
- Bachelor's degree or diploma in Graphic Design
- Strong proficiency in Canva
- Strong proficiency in Adobe Design Suite – Photoshop, Illustrator, InDesign
- Experience designing for web
- Photography and videography skills
- Videography post-production and editing proficiency
- Competent in project management and workflow tools e.g. Monday.com
- Competent application of Office 365 Suite

### Personal

- High-level of creativity and a passion for all things design
- Excellent work ethic
- Positive outlook and commitment to continuous improvement
- Outstanding attention to detail and time management skills
- Process driven with strong people skills
- High level communication, presentation and interpersonal skills
- Ability to work under pressure and to maintain composure in a fast paced and rapidly changing work environment
- A clear national police check and holder of a current driver's licence

### Business

- Demonstrates an ability to effectively and efficiently achieve outcomes to agreed timelines through excellent time management and communication skills
- Ability to multitask, think quickly and effectively in a small, dynamic work environment
- Ability to analyse, problem solve and make appropriate decisions for implementing solutions
- Consistently and proactively plan, organise, and implement work practices to ensure smooth process completion

### Relationships/Teamwork

- Builds and maintains professional relationships with clients, employees, and external stakeholders
- Communicates well both verbally and in written form with all internal and external customers

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- Proactively approaches and resolves conflict and seeks support/advice where necessary
- Demonstrates flexibility to adapt to different roles and undertake other responsibilities or activities
- Demonstrates a supportive approach to colleagues and their responsibilities
- A strong team player, willing to 'roll up your sleeves', to assist the full team to achieve its goals

## GIVIT specific

- Demonstrates a willingness to adhere to GIVIT's policies, procedures and practices for self and others
- Great people skills that align with GIVIT's mission and the culture of the team
- Continually works towards adding value to GIVIT services for their stakeholders

*When you join the GIVIT team you become part of the GIVIT Community. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference locally and across Australia, then you belong in the GIVIT Community.*