



# INTERNAL JOB VACANCIES

9th June 2020

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## **Working for Guide Dogs**

If you want to work for an organisation that makes a real difference to the lives of people who are blind or partially sighted, Guide Dogs may have a great opportunity for you. We have more than 1,000 staff working across the UK in a wide range of roles, all motivated by knowing that, whatever their job, they are playing their part in helping our clients get around independently and safely.

We welcome applications from all sections of the community and we actively encourage diversity. The skills and abilities that we are looking for are as diverse as the range of jobs we have to offer. We are committed to fostering talent and supporting the development of our current staff and registered volunteers.

Please note, all vacancies close at midnight on the date specified. If you would like more information for any of the vacancies below, please call our Volunteering Office on 0345 143 0191. CVs will not be accepted.

Please continue to the next page for details of current vacancies.

## Available roles

<b>Role</b>	<b>Location</b>	<b>Closing date</b>	
Junior Designer	Burghfield Common - Central Office	14/06/2020	Internal
Qualified Habilitation Specialist	London	08/07/2020	External
Rehabilitation Worker	St Albans	08/07/2020	External
Rehabilitation Worker	London	08/07/2020	External

[For further details \(including how to apply\) for all external vacancies, please see our jobs board by clicking anywhere on this sentence.](#)

Thank you for your interest in working with Guide Dogs.

Please see below for the job description and person specification for each of the internal roles listed above.

The contents table at the top of this document will tell you the page number for each role.

## **Job Description: Junior Designer**

Vacancy	Junior Designer
Salary	GBP £17,879 to £18,931 per annum pro-rata
Job Type	Grade 2
Category	Fixed Term Contract- Full Time
Closing Date	14/06/2020
Date Posted	19/05/2020
Reference	0000037483
Location	Burghfield Common - Central Office
Region	South East

## **Overall Role Purpose**

The Junior Designer helps people with sight loss to live the life they choose by ensuring the highest standards of designs and finished artwork for a range of Guide Dogs marketing materials – primarily for print items but with some digital requirement. Ensuring that design and creative solutions are fully accessible and consistently and clearly communicate Guide Dogs' visual identity.

The role plays a lead role in ensuring Guide Dogs' visual identity remains up-to-date and engages Guide Dogs' different stakeholders.

## **Key Responsibilities**

- Design and artwork a range of Guide Dogs marketing materials, that accurately respond to the brief, clearly communicate key messages, make a strong visual impact and are a consistent expression of our brand identity. Present creative options to the Senior Designer and Creative Services Manager for discussion and review. Take advice and feedback constructively and supply updated proofs ensuring all amends have been made accurately.
- Prepare artwork correctly for different applications ensuring all material is provided in the correct format including file preparation, output, prepress and printing.
- Create accessible PDFs which follow best practice accessibility guidelines and can be accessed by users of assistive technology.

- Create editable PDFs for a range of marketing collateral such as posters, adverts, certificates, tickets, as part of fundraising toolkits which can be used by teams across the organisation including volunteer supporter groups, and accessed via the Digital Media Library.
- Prioritise tasks, demonstrate an ability to manage time effectively, ensuring timelines are met. Keep the Senior Creative Services Officer updated with progress of individual briefs, to help the Creative Services Team run smoothly and efficiently.
- Build relationships with internal colleagues so that the Creative Services Team is seen as helpful and knowledgeable. Liaise directly with colleagues as appropriate to discuss questions relating to the brief, advising on progress and ensuring that the end delivery date is met.
- Contribute to Team brain storming sessions, look for design references and inspiration, take on research tasks as required to support idea development.
- Demonstrate commitment to ongoing learning and development, including enhancing technical design skills, increasing knowledge and understanding of the organisation and the vision impairment sector.

## **Breadth/Scope of Accountability**

### **People Accountability**

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

### **Financial Accountability**

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

## **Application of this Job Profile**

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

- Comply with all organisational policies

- Promote the vision and values of the organisation
- Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

## **Working at Guide Dogs**

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs and companion dogs. Staff and volunteers in all our locations support this work. Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

## Person Specification

### Education/Qualifications

#### Essential

- Degree Level / Design qualification to degree level or equivalent in graphic design.

### Job-Related Experience

#### Essential

- Proven experience of designing and delivering design projects from concept through to finished artwork.
- Maintain awareness of latest techniques, software packages, equipment, best practices and developments within the design community.
- Focuses on delivering quality service and demonstrates attention to detail.

### Knowledge

#### Essential

- Knowledge of accessibility best practice.

#### Desirable

- Knowledge of the Third Sector.

### Skills and Competencies

#### Essential

- Expert Mac software knowledge: Adobe Creative Suite (CS6) – InDesign, Photoshop, Illustrator.
- Excellent technical skills, with a strong understanding of design and typography with an excellent eye for detail.
- Excellent project and time management skills.
- Advanced knowledge of all print and design processes.
- Client facing – confident and outgoing with good communication and interpersonal skills, build relationships with internal staff at all levels of seniority and external agencies, and people with sight loss who use our services.

## Desirable

- Advanced technical skills in Word, and Acrobat.

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone – the people we support, donors, partners, our volunteers and staff – to have while working with us. Guide Dogs people are:

- **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they've come from and where they're going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
- **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
- **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

- **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners – and our dogs, of course – to deliver great outcomes. We support and develop each other.
- **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
- **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours



– in ways appropriate to this role – in how they are at work and generally as people.

### **Mobility**

A flexible approach with a willingness to work outside of core hours and away from home when required.

**\*\*End of document**