

## Job Description

### Job Title: Graphic Designer

### Work Location: Witney (minimum 40% office based)

#### Who We Are

Every day, millions of Christians risk their lives to follow Jesus. In more than 70 countries, Open Doors supports them by supplying Bibles, providing emergency relief and helping persecuted believers stand strong for the long-term. In the UK and Ireland, Open Doors helps the church to pray, give and speak out for those who share our faith but not our freedom.

#### Job Summary

To work as a graphic designer for Open Doors UK&I's, meeting the creative demands of print and digital design for Open Doors communications. The postholder will work within the global Open Doors brand to deliver consistent, inspiring communications that tell the story of the courageous faith of persecuted Christians with creativity and integrity, to increase reach and engagement of individuals and churches in long-term support.

#### Primary Working Relationships

- Creative Head
- Other members of the content team
- Supporter Engagement team
- Strategic Relations team
- Other Open Doors departments requiring design services

#### Hours

22.5 hours per week (3 days per week). Usually between 8am to 6pm Monday to Friday. This position involves some evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed. Our policy is a minimum of 40% of hours in the office, with the remainder remote working. Wednesday is a mandatory office day.

#### Responsibilities and Requirements

##### Help to manage day-to-day design for Open Doors UK & I

- Ensure content is visually inspiring and consistent with the Open Doors brand and guidelines.
- Using own initiative, work with internal clients to interpret design briefs and produce work in line with Open Doors brand guidelines
- Manage design tasks from concept through to print, ensuring that deadlines are met and artwork is produced to a high standard
- Contribute original ideas, creative design and solutions into design tasks, working collaboratively with the Creative Head, internal clients and external creatives
- Create regular digital content in line with Open Doors brand guidelines for web and social media in collaboration with the Creative Head and the Digital Marketing team.
- Ensure design tasks are completed according to agreed briefs and schedules
- Produce key communications materials as required, such as bi-monthly mailings, design of the Open Doors magazine and prayer diary, creating spreads, response devices, seeing projects through from concept to design, print and production.
- Lead on design and development for resources for young adult audiences
- Work with the relevant teams to produce inspiring internal communications
- Be an integral part of the Supporter Engagement team, ensuring that Open Doors' key messages are articulated in a style that is consistent, fresh and compelling.

- Contribute to the prayer-based foundation of Open Doors UK, including participating in and leading daily devotions
- Other tasks as directed by the Creative Head.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

### **Applying Your Christian Faith to This Role**

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- attending and contributing to daily devotions (this can be for the whole team or just smaller departmental groups)
- participating in retreats, days of prayer and fasting, etc
- committing to private prayer for the work associated with this role, for the volunteers, and closest colleagues
- working in such a way to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- being open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else
- responding to the prompting of the Holy Spirit in making decisions or communications.

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

### **Limits of Authority**

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

### **Key Attributes**

**The following represent key attributes we are looking for in the successful candidate:**

#### **Competency**

- Degree qualification in Graphic Design or related subject
- Ability to work under pressure (on occasion) to meet tight schedules, and to multi-task and manage multiple projects
- Knowledge and experience of digital and print design
- Good working knowledge of Adobe Creative Suite, including InDesign, Photoshop and Illustrator
- Attention to detail and ability to follow processes
- Computer literate, able to use Microsoft Office suite

#### **Character**

- Able to work both on own initiative and as part of a team
- Positive attitude, a proactive approach and a willingness to learn
- A mature character possessing good interpersonal skills

**Calling**

- Committed Christian who is completely in sympathy with the calling and mission of Open Doors
- Passionate about the persecuted church, with a vision and passion for communicating the message of the persecuted church

**Culture**

- Chemistry with Open Doors staff
- Commitment to Open Doors' Core Values.

**In addition, it would be beneficial for you to demonstrate the following:**

- Experience of print management processes
- Illustration and audio-visual skills would be an advantage.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.

### **Our Statement of Faith**

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;  
and in Jesus Christ His only Son, our Lord,  
who was conceived by the Holy Spirit;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, died and was buried.  
He descended into hell,  
the third day He rose again from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty,  
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;  
the holy Christian Church;  
the communion of saints;  
the forgiveness of sins;  
the resurrection of the body;  
and the life everlasting.