Job Description

Job Title: Senior 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 the principle graphic designer for Open Doors UK&I, leading the graphic design team to meet 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
- Graphic Designer
- Other members of the content team
- Supporter Engagement team
- Strategic Relations team
- Other Open Doors departments requiring design services

Hours
37.5 hours 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
Manage day-to-day design for Open Doors UK & I
- Manage the Open Doors brand from a design perspective, ensuring that all communications reflect the Open Doors brand and values consistently and inspirationally, maintaining consistent, high-quality standards
- Oversee design and production of Open Doors' key communications materials as required, such as bi-monthly mailings, design of the Open Doors magazine and other supporter engagement materials, seeing projects through from concept to design, print and production.
- Lead on design tasks from concept through to print, ensuring that deadlines are met and artwork is produced to a high standard
- Lead the graphic design team to contribute original ideas, creative design and solutions for print and digital channels, working collaboratively with the Creative Head, internal clients and external creatives
- Ensure design tasks are completed according to agreed briefs and schedules
- Provide Art direction, review work, offer feedback and sign-off work for the design team.
- Line manage the graphic designer
- 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.

People Management

- Lead, manage, and provide wellbeing support for the team, as appropriate
- Model, give direction and motivation to the team, focusing on the mission, purpose, culture and strategy of the ministry
- Act as source of advice and support for the team and delegate, as appropriate
- Develop and coach the team, towards efficient performance and productivity
- Express appreciation of strengths, and recognition for successful achievements of team, with a rhythm of reflective practice and learning reviews
- Deal with any performance, conduct or absence issues in line with the Team Handbook and the organisational policies and procedures
- Seek advice from the People and Culture team when dealing with issues within the team, to ensure consistency and fairness across the organisation
- Keep up to date with internal news and external communications, and reinforce internal messaging, as appropriate

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:

- contributing to and leading 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, e.g., closest colleagues
- working in a way that reflects biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- creating content that has a devotional element, helping increase the faith of supporters and churches
- 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.

Limits of authority

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

Who You Are

You will demonstrate the following essential criteria for this role:

Competency

- Degree qualification in Graphic Design or related subject (or equivalent practical experience)
- Successful track record of design in a professional communications environment
- Ability to work under pressure to meet tight schedules, and to multi-task and manage multiple projects and stakeholders
- Ability to develop creative concepts working collaboratively with copywriters to marketing briefs
- Knowledge and at least 5-8 years' experience of digital and print design
- Excellent 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 direct marketing design in a charity
- Motion graphics
- Basic HTML/web familiarity
- 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.