WHO ARE WE?

Football Beyond Borders is an education charity which uses the power of football to educate and inspire young people from disadvantaged communities to achieve their goals and make their voices heard. We use football as an engagement tool to inspire young people to thrive at school and make a successful transition into adulthood. We work with over 750 young people each week. We work with a range of partners across football, education and policy.

WHY JOIN US?

We are an expanding, vibrant organisation with a clear purpose to help young people achieve their potential. This is a rare opportunity to take a leading role in driving the content of a youthful and fast growing movement that is making a positive contribution seeking to British society.

We are charity who values the importance of distinct and consistent outward-facing image. We are a charity that produces content of a similar level to a digital agency. We are looking for an ambitious person who sees FBB as a perfect place to develop their craft and improve our visual output. This part-time role could complement someone who is working on other projects.

FBB is a highly rewarding place of work. We are driven by our values of caring for one another and putting our young people first. Staff get lots of freedom and responsibility to deliver on their roles. The successful candidate will be regularly using their graphic design capabilities to create content that champions the young people we work within a range of different settings including school, football and the wider community. You'll be working directly with the Comms Manager and one of the Directors on growing FBB’s presence across a range of platforms in a meaningful way.

JUNIOR GRAPHIC DESIGNER: ROLE DESCRIPTION

Reports to: Comms Manager
Start date: 2nd September 2019 (some flexibility)
Location: Flexible
Hours: Flexible - up to 15 hours a week
Salary: Part-time salary to be pro rata on hours agreed
Benefits: Up to 3% matched employer contributors’ pension
Deadline: Midday on Friday 9th August
1st interview: W/c Monday 12th August
2nd interview: W/c Monday 19th August
KEY RESPONSIBILITIES:

• To execute creative designs along a range of platforms
• Providing quality control over our digital comms output
• To implement our recently updated brand guidelines in order to create bespoke content that helps to drive our comms forward
• Working with the comms team to ensure the new websites interface is updated regularly
• Designing posters and public products for our major calendar external events and quizzes throughout the year
• Designing and producing marketing materials and public products including thumbnails, brochures, posters and images
• Working with the events team to deliver projects and activity to deliver against deadlines

PERSON SPECIFICATION

KEY SKILLS

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<th>ESSENTIAL</th>
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<tr>
<td>Excellent understanding and use of Adobe Creative Suite - InDesign, Photoshop</td>
<td>Good understanding of and use of Illustrator</td>
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<td>HTML e-mails, banners and front-end web design experience</td>
<td>An excellent attention to detail and accuracy</td>
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<td>Excellent interpersonal and communication skills</td>
<td>Self motivated, highly organised and able to work under demanding environments</td>
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<td>An ability to design materials suitable for a range of high-profile events involving branded partners</td>
<td>Ability to manage own workload including logging hours and activity on web based CRM and project management tools</td>
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<td>An ability to work to tight deadlines in a fast-paced, ambitious working environment</td>
<td>Experience of designing for both web and offline</td>
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<td>Experience making Keynote decks</td>
<td>Good attention to detail</td>
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<td>Passion for social justice and young people that comes across in your creative eye and editing approach</td>
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<td>A positive attitude, always striving to improve processes</td>
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SAFEGUARDING STATEMENT

FBB is committed to adopting a safe recruitment process and follows the NSPCC safer recruitment procedures that have safeguarding at their heart and aim to discourage unsuitable applicants.

The successful applicant will be expected to comply with all of FBB policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

DISCLOSURE

The appointment is subject to an enhanced DBS check.

SHORTLISTING, INTERVIEWS & REFERENCE CHECKING

Only those applicants who meet the right criteria will be taken through to interview stage.

Shortlisted candidates will be interviewed. References from the previous and current employer will be taken up for shortlisted candidates. Please let us know about the sensitivity of taking up references prior to interview.

TO APPLY

Deadline for the receipt of written applications is midday on Friday 9th August.

Please provide a portfolio of your work (i.e. a website) alongside your application.

Please send your application through to Kelvyn: recruitment@footballbeyondborders.org.

Successful candidates will then be asked to interview at our offices.
APPLICATION TIMELINE:

Deadline for applications: midday on Friday 9th August
First round interviews: w/c 12th August
Final stage interviews: w/c 19th August
Start date: 2nd September 2019 (some flexibility)

Please also submit a CV that includes:

- Personal details including current address, contact details & N.I number.
- Education and Training history including details of all qualifications.
- Details of 2 referees, including your current employer.
- A description of your employment history, including reasons for leaving a post and explanations for any employment gaps.

If you have any questions about the role, please contact Kelvyn:
Recruitment@footballbeyondborders.org

Please submit the application and CV to:
Recruitment@footballbeyondborders.org

See next page for FBB Schools Programme principles.