JOB DESCRIPTION

Post Title:	**Freelance Graphic Designer**
Department:	**Communications and Fundraising**
Responsible to:	**Senior Graphic Designer**
Supervisory responsibility:	N/A
Date of Issue:	**January 2025**
Contract type:	**Freelance**
Contract ends:	**6 months from start date (to be reviewed after this)**
Start date:	**ASAP**
Rate of pay:	**£25ph**
Hours:	**10 hours per month**

Main Purpose of Job:

We are seeking a Freelance Graphic Designer to support our in-house Senior Graphic Designer with graphic design (print and digital) projects and tasks, such as, but not limited to:

- Social media images
- Reports
- Newsletters
- Website images
- Print materials such as leaflets and posters etc.

The successful candidate will also attend meetings with the Senior Graphic Designer, Digital Communications Manager and relevant staff as appropriate to the project.

This is a 6-month contract, working 10-hours per month with potential flexibility for additional hours during busy times of the year or during our Senior Graphic Designer's absence.

Please note: the post holder would need to be available during working hours (between 9am-5pm, BST/GMT) to liaise with and support our Senior Graphic Designer.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL *These are qualities of the ideal candidate*	DESIRABLE *This information could be used to differentiate applicants.*
Qualifications	GCSE's A-C grade or equivalent	Qualification relevant to the role.
Skills & Experience	A minimum of 1-3 years of experience working as a graphic designer. Proficiency in working with the Adobe Creative Suite - in particular Adobe Illustrator, lnDesign and Photoshop - while displaying a keen eye for detail. Ability to work to a brief and to listen to others and work collaboratively in a team, while being confident in asserting your own ideas and expertise. Ability to adapt to working for variety of different projects and audiences. The post-holder may at any given time be working on very distinct projects with distinct outputs (digital and print). Ability to work on own initiative or under pressure and to a deadline.	Animation skills.
Knowledge	Appreciation of the ethos of charities and businesses in the vegan sector.	Understanding of working in/with NGOs or small charitable organisations. Knowledge of animal testing. working in/with NGOs or small charitable organisations.

Personal Qualities & Competencies	Calmness under pressure. Professional, presentable, mature and responsible approach. Confident and friendly manner. Discreet and confidential. Articulate, proactive and outgoing. Efficient, organised, reliable and effective Approachable and adaptable, team player.	

About us:

The Vegan Society makes veganism more accessible and an easily adopted approach by supporting individuals, policy and decision makers, caterers, manufacturers, health care professionals and the media.

Equality, Diversity and Inclusion:

The Vegan Society values equality, diversity and inclusion. We want to be an organisation that tackles any structural discrimination or prejudice. We are actively trying to increase diversity in our organisation and encourage applications from all sections of the community. As users of the Disability Confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

If you are interested in applying for the role of Freelance Graphic Designer, please click on the apply button.