

Junior Graphic Designer

- Salary: £18,000
- Hours: 40 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Graphic & Web Designer
- Based at London Head Office

THE ORGANISATION

MEND is a not-for-profit organisation that was founded to empower and encourage British Muslims within local communities to be more actively involved in British media and politics. We aim to achieve this by:

- Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.
- Working with organisations to ensure Islamophobia is regarded as socially unacceptable as anti-Semitism and other forms of racism and xenophobia.
- Working with mainstream organisations, in policy forums and public consultations, such as select committees and the Leveson Inquiry to provide informed and critical perspectives on policy issues and ensure an accurate and balanced portrayal of Islam and Muslims in the media.

THE ROLE

MEND is looking for a creative Junior Graphic Designer to join our growing team. This role will offer you the opportunity to show your creativity and influence the look and feel of MEND's design work.

This is a unique chance for a passionate individual to join and contribute to a fast moving organisation whose work online and on the ground has a far reaching national and global effect. Using your creative flair, you will have the opportunity to create cutting-edge promotional and advocacy material. Your inspirational graphic design work will be used to further MEND's goals.

Responsibilities include:

- Creating design work for events, presentations, printers and website.
- Producing high quality resources and corporate literature.
- Working as part of a design team to produce promotional material for MEND.

- Liaising with printers in the UK and abroad to ensure the production of high quality resources and corporate literature.

THE CANDIDATE

The successful candidate will possess:

- At least two A-Levels or equivalent qualification.
- Ability to create print ready designs and promotional material.
- Ability to design content for our website.
- Ability to design high quality publications for corporate literature.
- Ability to create PowerPoint designs.
- Share a deep passion for the objectives of MEND.
- An understanding of Muslim culture in the UK.

Skills and Experience:

- A strong track record of artistic design work
- Highly proficient in Adobe Creative Suite software (including Photoshop, InDesign and Illustrator) and an excellent working knowledge of Microsoft PowerPoint.
- Portfolio of graphic design work demonstrating creativity and flair.
- Natural problem solver with the ability to work independently or with minimal support.
- Exceptional task management skills with ability to manage multiple tasks simultaneously.
- Ability to work under pressure and meet deadlines.
- Excellent organisational and time-management skills.
- Excellent communication, interpersonal and written skills.
- Excellent attention to detail.

Behaviours:

- Proactive self-starter.
- Comfortable working in a fast-paced and collaborative environment.
- Must be a team player and work effectively as part of a team.
- Goal oriented and performance driven.
- Dedication and commitment to continuous improvement.
- A positive mind-set which is open to receiving feedback and instructions.
- Diligent work ethic and flexible.
- Dynamism with proven administrative track record.
- Making amends to designs based on team feedback.

Desirable:

- 1+ years' design experience.
- Experience in motion graphics and animation software.
- An interest and experience in photography and videography editing.

THE PROCESS

To apply (or for more information), please:

- email naeem.ibnfarooq@mend.org.uk with the subject as 'Job Application – Junior Graphic Designer'.
- attach your **CV and cover letter** stating why you are suitable for the role.
- submit your application in Microsoft Word format and anonymise your cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: 23 December 2018.

We regret, only candidates shortlisted for interview will be contacted.