

JOB DESCRIPTION –Graphic Designer

Job Purpose:

The Graphic Designers role is to design consistent high-quality visual branding that can be used to promote the work of GHAT to a wide audience.

Key responsibilities and accountabilities:

The responsibilities of the Graphic Designer shall include but are not limited to;

- Working with GHAT Senior Management to understand project-specific requirements and designing briefs that suit their purpose;
- Working on a range of design pieces such as posters and leaflets;
- Content creation for digital content for company website and social media.

Skills & Knowledge requirements: (either essential or desirable)

- Relevant professional experience graphic design;
- An understanding of the quality graphic design and the importance of visual messaging;
- A creative flair with enthusiasm and passion for design;
- Being open to feedback and willing to make changes to your designs;
- Ability to multi-task and exercise excellent time management skills;
- Ability to set and work towards targets;
- Excellent ICT skills including familiarity with Adobe Creative Cloud, and ability to use Microsoft packages.

Personal Qualities:

- Approachable and supportive of the GHAT team;
- Professionalism at all times;
- Able to work as part of a team and work on own initiative;
- Is adaptable, flexible and responsive;
- Is open, welcoming and positive;
- Treats everyone with respect and trust;
- Excellent verbal and written communication skills;
- A positive and solutions focussed approach in the workplace.

Success Criteria:

- No variations from GHAT policies and processes;
- Tangible effective communication with other members of the management team;
- Meet targets met by GHAT Operations Manager.

Signed	by		Date:	
Coordinator:				
Accepted	by		Date:	
Employee:				