

ABOUT IVYJACK.

Ivyjack.co.uk

Who we are

We offer all the usual services you would expect from a traditional marketing agency, whilst also integrating the latest digital marketing methods to generate an extraordinary mix of commercial insight and creative brilliance.

We help organisations transform their futures by delivering exceptional brand and customer experiences. This improves customer loyalty and increases financial returns for our clients.

We call this brand and business transformation.

Why work for us

Over the past few years, we have created a wonderful team of individuals who are not only talented but who are also great to work with. Here are just a few other reasons you might enjoy working as part of the team at IvyJack:

- We offer an inclusive and supportive environment where your, skills, experience and opinions will be valued, and your hard work rewarded.
- Freedom to express ideas and work in a collaborative environment without being micromanaged,
- Time to develop creativity and learn new skills
- We are a small but busy team that work closely together with a high level of professionalism and cooperation.
- Our exciting client base is varied and includes local, regional, national and international clients across many different sectors. Check out just a few of our case studies here: <https://ivyjack.co.uk/case-studies>
- We have a wealth of team knowledge and experience between us which we are happy to share
- Our offices provide space and light (and air con!)
- We work in a stunning location in the countryside, but close to amenities
- We offer free on-site parking
- We provide a generous 25 days holiday entitlement and many other employment benefits

Job Description

Job Title:	Junior Designer
Contract:	Permanent, full-time
Salary:	£23,000 - £25,000 p.a.
Hours:	37.5hrs/week
Reporting to:	Senior Designer
Location/base:	The Bake House, 19 Narborough Wood Park, Enderby, LE19 4XT with option of hybrid working from home on Friday
Closing Date:	31 st March 2024

Job Purpose

You will provide support to the Senior Designer working collaboratively on digital and/or print design projects. You'll work to a brief agreed with the Account Management team and/or the client and will develop appropriate creative ideas and concepts to meet the agreed Brief.

You will be required to actively ensure that the agency's quality standards are maintained and that design projects are delivered as effectively as possible within the parameters of budgets.

As a fully integrated marketing agency, you will need to thoroughly understand and contribute towards the full range of services IvyJack offers and be able to work with multiple disciplines across the agency to effectively work with the integration and digital teams.

Key Responsibilities

- Consistently delivering high quality and engaging creative assets across all platforms and channels, including print and digital.
- Liaising with the Account Management team to discuss the objectives and requirements of any job
- Work closely with the Senior Designer on various projects.
- Estimating the time required to complete a job and keeping the team up-to-date with progress
- Thinking creatively to produce new ideas and concepts and developing design campaigns
- Using innovation to redefine a design brief within time and cost constraints
- Presenting finalised ideas and concepts to team members and clients when necessary
- Working with a range of media and keeping up to date with emerging technologies
- Produce accurate and high-quality work
- Updating the internal systems with project briefs & amends as required
- Contributing to the overall business
- Acting as a resource to team members in assessing ideas and directions
- Attending on-site & off-site client and agency meetings as and when required
- Brand ambassador for all clients and IvyJack Communications
- Reporting to the Directors of IvyJack as and when required – keeping them up-to-date on the status of all projects when required.

Organisational Responsibilities

Key competencies expected of all IvyJack staff:

- Be able to communicate clearly and effectively with a diverse range of people
- The ability to organise artwork on the server in a methodical and organised way, so anybody in the business can be directed to find the files when needed.
- Vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate
- Be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships
- Be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change
- Be able to seek better, more effective ways of delivering services
- Be able to adapt to new work challenges and situations, adopting a positive attitude to change
- Promote and develop individual and company-wide activities which support and enhance environmental sustainability and health and safety objectives
- Comply with IvyJack's Data Protection Policies when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the company
- Understand, demonstrate and apply our workplace values: Real people. Transparent in our aims and actions. Innovative, passionate and solution-driven.

Person Specification

Essential Criteria

Experience and Qualifications

- Graphic Design degree or equivalent qualification
or
- 1-2 years' experience in a professional graphic design environment with proven experience working as a graphic designer.
- Proven record of creative delivery
- Experience of designing both for digital and print
- Experience of working on brand identities

Note: This position is for a junior designer. Candidates with limited experience but a strong portfolio showcasing their design skills will also be considered.

Skills and Knowledge

- A positive work ethic combined with excellent time management and organisational skills
- The ability to work in a very collaborative environment
- Able to work in a fast-paced environment, grasp new systems and platforms, and to realise ideas quickly turning them into engaging content
- Excellent attention to detail and ability to work on multiple projects simultaneously
- Proficient in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- A strong graphic design portfolio to present at interview, demonstrating attention to detail and a growing aesthetic sensibility
- An eye for beautiful design, branding, social media content and marketing
- Excellent skills in typesetting, typography, composition and layout
- Excellent written and spoken communication skills
- Must be able to drive, possess a valid driving license and have access to transport

Desirable Criteria

Skills and Knowledge

- Experience of website design, UI/UX and content management systems is advantageous
- Good working knowledge of Microsoft Word and PowerPoint
- Knowledge of video editing software and motion graphics (Adobe After Effects)

This job description and person specification are not intended to be either prescriptive or exhaustive; they are issued as a framework to outline the main areas of responsibility at the time of recruitment, and may be updated at the discretion of IvyJack's Directors.