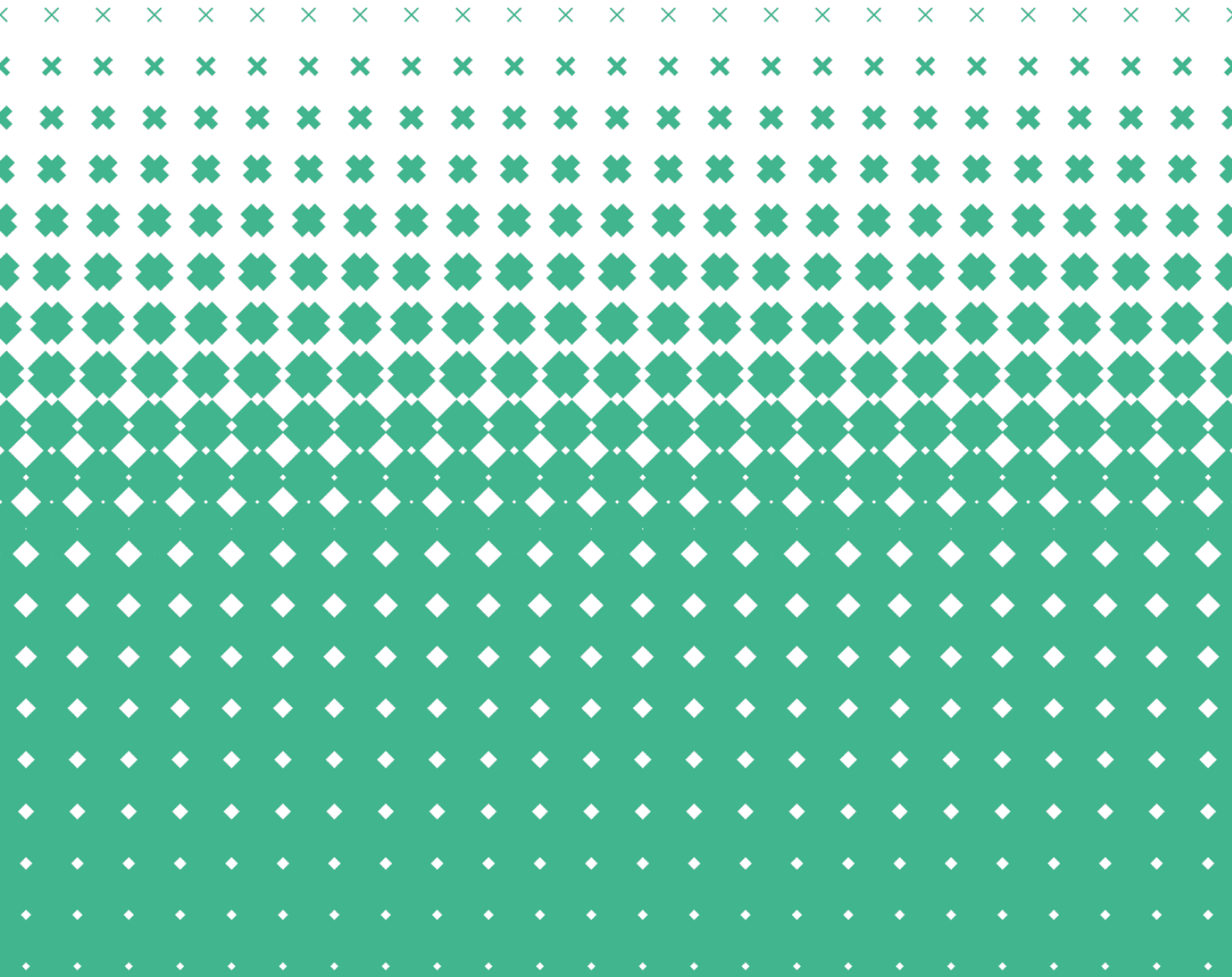




The Gregory
Centre for **Church
Multiplication**

Job Description: **Graphic Designer**



Employer

The Gregory Centre for Church Multiplication

Job Title

Graphic Designer

Responsible to

Creative Manager

Overview

The Gregory Centre for Church Multiplication (CCX) helps the Church make disciples in new and renewed ways. We work with willing partners across the Church to catalyse multiplication, equipping leaders through adaptive learning pathways.

We are an agile missional centre on the edge of the institution. Our team seeks to be audacious, holding a God-shaped ambition, generous, and committed to working together.

CCX's organisational structure is a hybrid management model, blending elements of both functional and project-based structures. Project teams are formed to address specific initiatives, tasks, or delivery projects. These teams are cross-functional, comprising individuals from different specialties, typically with a project manager working under the direction of a CCX lead. The two core teams of Operations and Media operate as shared services across the organisation.

Under the direction of the Bishop of Islington, a suffragan bishop of the London Diocese, CCX supports church planting and church growth work in London, nationally and beyond.

Post introduction

As a Mid-Level Graphic Designer at The Gregory Centre for Church Multiplication (CCX), you will be responsible for creating visually compelling designs that align with CCX's mission and branding guidelines. Working within our hybrid management model, you will collaborate with cross-functional teams to develop creative solutions for various projects and initiatives. Your designs will play a crucial role in effectively communicating our message and equipping leaders within the Church for discipleship in new and renewed ways.

This is a part-time role.

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 of the Equality Act 2010

Duties and Accountabilities

Principal

- Designing print and digital materials such as brochures, flyers, posters, social media graphics, website assets, course material and other promotional materials.
- Collaborating with project teams to understand project requirements and objectives, and translating them into visually engaging designs.
- Maintaining and adhering to CCX's brand guidelines across all design work, ensuring consistency and alignment with our mission and values.
- Participating in brainstorming sessions and contributing creative ideas and concepts to enhance project outcomes.
- Managing multiple design projects simultaneously, prioritising tasks and meeting deadlines in a fast-paced environment.
- Incorporating feedback from stakeholders to refine and improve design deliverables.
- Keeping up-to-date with industry trends, best practices, and emerging technologies in graphic design.

General

- Maintain positive and productive relationships with key stakeholders, both internal and external to the Church of England, demonstrating an understanding of stakeholder perspectives.
- Understand and keep abreast of changes within the audience of CCX (Church of England and Church in England).
- Pray regularly for the work of CCX as the foundation for the growth and multiplication.
- Participate in regular prayer times and occasionally lead team prayer and team meetings.
- The post holder may be required to undertake any other duties (including training) that are commensurate with the role.

Person Specification

Essential

- Education: Bachelor's degree or equivalent qualification in graphic design, visual communication, or related field.
- Experience: Minimum of 3-5 years of professional experience in graphic design, preferably in a creative agency or similar environment
- Skills:
 - Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.).
 - Strong understanding of typography, layout, colour theory, and visual hierarchy.

- Experience in both print and digital design, with a portfolio showcasing a diverse range of design projects.
- Ability to work collaboratively in a cross-functional team environment, as well as independently when required.
- Excellent communication skills, both verbal and written, with the ability to articulate and present design concepts effectively.
- Creativity: Demonstrated ability to think creatively and develop innovative design solutions that communicate complex ideas and concepts effectively.
- Adaptability: Ability to adapt to changing priorities and requirements, with a flexible and proactive approach to problem-solving.
- Attention to Detail: Strong attention to detail and accuracy in design execution, ensuring high-quality deliverables that meet or exceed expectations.
- Passion: A genuine passion for design and a commitment to excellence, with a desire to contribute to the mission and goals of CCX through impactful visual communication.
- The ability to multi-task and manage competing priorities efficiently, without direct instruction, to meet deadlines under changing conditions, exercise initiative and delegate tasks where appropriate
- The ability to work effectively and collaboratively with individuals from different parts of the organisation and beyond at all levels, with different church traditions, backgrounds, and perspectives
- Has strong interpersonal skills – effective listening, building trusted relationships, inspiring, and influencing others
- Is adaptable and willing to get involved in all aspects of the work of CCX where appropriate

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds with diverse cultures and talents. We aim to create a workforce that:

- Values difference in others and respects the dignity and worth of each individual
- Reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values this equal treatment's richness to the workplace. Therefore, The Gregory Centre is concerned with avoiding discriminating against anyone.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All CCX staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act and not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to cooperate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the CCX Health and Safety Policy;
- Make themselves familiar with accident and emergency procedures for their site;
- Inform their manager immediately of any health or safety deficiencies, dangerous situations, or near-misses;
- Set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Chief of Staff.

Terms of Employment

Location: The office is currently at The Old Deanery, in the City of London (near St Paul's station). This post will also include remote working as necessary.

Post Commitments

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 of the Equality Act 2010

Hours

This is a 3-day-a-week role. Working days are flexible

Salary

£16,800 - £19,800 annual salary (experience and qualification depending)

Pension

The appointed person will be eligible to join the occupational pension scheme or, if ordained, join the Church of England pension scheme.

Annual Leave

You are entitled to 30 days paid holiday during each holiday year or the pro rata equivalent if you work part-time. In addition, you are entitled to take the usual public holidays in England and Wales.

Contract

This post is offered on a two-year fixed-term contract, subject to ongoing funding with a 2-month notice period.