



**Ambitious  
about Autism**

# Graphic Designer

Job description, 2024

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# Job description

<b>Job title</b>	Graphic Designer	<b>Team</b>	External Affairs and Development
<b>Job band</b>	£36,224 - £43,287 (depending on skills and experience)	<b>Reporting to</b>	Senior Brand and Marketing Manager
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Line manages</b>	N/A

**Approved by:** Director of External Affairs and Development

**Updated:** July 2024

## Role purpose

We stand with autistic children and young people, champion their rights and create opportunities. We see a world where autistic children and young people can be themselves and realise their ambitions. Our Time for Ambition strategy sets out the key changes we want to achieve, in fulfilling this vision.

We started as one school and have become a movement for change. As we drive this shift in purpose, we need to further build our marketing, communication and campaigning capabilities.

The main purpose of the role is to lead and manage the development of the Ambitious about Autism brand look and feel, maintaining a clear set of brand guidelines and acting as brand guardian.

## Key accountabilities and dimensions

- Lead producer of designed collateral as required by the organisation.
- Respond to artwork requests creating either new artwork files or amending existing designs as necessary in an efficient and timely manner.
- Lead and manage the visual look and feel of any designed resources, ensuring that brand guidelines, tone of voice and quality standards are met.
- Manage the production process of design briefs, ensuring that projects are delivered on time and to a high quality. Ensure colleagues follow the well-established process, acting as an ambassador promoting the best practices for briefing, designing and amending processes.
- Oversee the delivery of creative support from external agencies and freelancers.
- Contribute to the development and production of animated and video content, as well as digital assets for social media.
- Support colleagues producing their own materials, giving them support and confidence, as well as checking artwork for accuracy, quality and consistency with our brand.
- Provide creative input into the ongoing development of our brand and visual identity.
- Expand and develop the image library, coordinating photoshoots delivered by freelance photographers.
- Contribute creative input to the development of campaigns and fundraising appeals.
- Any other duties which may be reasonably required from time to time and which are commensurate with the post.

### Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Degree in graphic design or related field, or equivalent professional experience	X
2. Has extensive experience of working in an artwork or design role.	X
3. Comprehensive knowledge and experience of working with Adobe Creative Suite.	X
4. Excellent storyboarding, art direction and storytelling skills.	X
5. Experience in developing a range of digital and print assets and knowledge of web design best practices.	X
6. Experience in producing materials in a range of accessible formats.	X
7. Strong organisation and time management skills, able to prioritise effectively and manage short notice creative briefs.	X
8. Excellent communication skills.	X
9. Exceptional attention to detail and high standards of output – can ensure accuracy whilst ensuring deadlines are met.	X
10. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
11. Ability to work flexibly as required, including occasional evenings and weekends. The postholder will be required to travel to attend meetings and events, within and outside London.	X
12. Passionate about empowering autistic children and young people, will look for ways to give them a platform and voice, always keeping this in mind when creating visual designs.	X
13. A team player who will go above and beyond to support colleagues when required.	X
14. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 21<sup>st</sup> July 2024</b>
Candidates informed of outcome of application	<b>W/C Monday 22<sup>nd</sup> July 2024</b>
Interviews (these will be conducted online via Teams)	<b>W/C Monday 29<sup>th</sup> July 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.