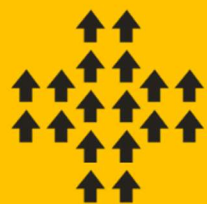


# Junior Designer

Role Description and Recruitment Pack



# Contents

Contents.....	2
Role overview.....	3
Why this position is important to us.....	3
The impact you will have in this role.....	3
Welcome to Stewardship.....	4
Our vision, mission and values.....	4
Job detail.....	5
Overview.....	5
Main responsibilities.....	5
It's all about you... ..	6
Desired skills and experience .....	7
Working for us .....	8
How to apply.....	9

# Role overview

<b>Title:</b>	Junior Designer
<b>Hours:</b>	Full time, 35 hours per week, although we can be flexible for the right candidate.
<b>Contract:</b>	Permanent
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the organisation requires.
<b>Reports to:</b>	Lead Designer
<b>Salary:</b>	£26,000-30,000 p.a. depending on skills and experience
<b>Closing Date:</b>	31 <sup>st</sup> January 2025, 9am

## Why this position is important to us

A Junior Designer will help us enhance our product and graphic design capabilities as our organisation continues to grow. With positive new initiatives on the horizon, there is a growing need for design expertise to ensure all our materials are effective and visually compelling. As only the second member of the design team, your contributions will be vital in ensuring that every interface, report, guide, and icon is carefully crafted and executed to a high standard. Your role will be crucial in advancing our mission and supporting transformative efforts across the organisation.

## The impact you will have in this role

You'll join one of the most dynamic teams in the organisation—Product—where you'll play an important role in solving real customer needs and delivering tangible value to those we serve, while also attracting new users. Design is critical to our mission, enabling us to help people achieve their goals effectively and in a beautiful, remarkable way. This work drives Kingdom impact and positions Stewardship as an integral part of God's plan for generosity and gospel hope.

- **As a member of the Product team:** You'll contribute to one of Stewardship's strategic goals: creating a transformational giving experience, particularly through our app. Your work will help ensure this experience is user-centred, visually appealing, and delivered in an efficient way
- **As a design specialist:** You'll shape the look and feel of Stewardship, making it engaging and relevant for today's and tomorrow's audiences. You'll enhance the aesthetic appeal, usability, and conversion rate of our website, promoting the diverse range of products and services we offer to the Church and beyond.
- **By supporting the Marketing and Opportunities teams:** You will help promote Stewardship's products and services, and contribute to our strategic goal of becoming a thought leader in the Christian giving landscape.

# Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

## Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

# Job detail

## Overview

Design at Stewardship is in an exciting place. We're on the verge of releasing our first app, have recently overhauled the design of one of our key products, and are tasked with delivering an increased number of flagship materials throughout the year. These materials will beautifully and joyfully showcase how Stewardship is uniquely positioned to help grow God's kingdom and capture the hearts and minds of those who don't yet use our products and services.

We're seeking a creative and motivated Junior Designer to join our team, supporting the Lead Designer in strengthening our product and graphic design capabilities. You will have the opportunity to expand your skillset in a prayerful and collaborative environment across a range of design disciplines. While extensive experience is not required, a strong design sense and a keen eagerness to learn are essential.

## Main responsibilities

### Product design

- Contribute to shaping the visual direction of our digital products (web and app)
- Participate in user research and usability testing to gather insights
- Assist in creating user-centred designs for our digital products, including wireframes, prototypes, and UI elements, refining them based on feedback from users and internal teams
- Collaborate with product managers, developers, and other key stakeholders to ensure accurate and appropriate implementation of designs
- Support the replication and presentation of our digital products for marketing purposes
- Assist in maintaining and expanding our app and web design systems
- Document design decisions

### Graphic design

- Help shape the visual direction of key brand materials, including our Annual Report, Generosity Report, 40 Acts, and website
- Assist with the design of logos and other core brand elements
- Create on-brand graphics, data visualisations, diagrams, and icons
- Design, artwork and source photography for various digital and printed materials, including feature images, booklets, guides, and ads, according to briefs provided by the Lead Designer and cross-functional teams
- Repurpose design assets for use in different design contexts, such as our website, emails, and social media
- Assist in the maintaining, implementing and evolving of our brand guidelines, ensuring that the latest design assets are accessible to internal staff and external designers
- Assist in the preparing and delivery of user flows, designs and presentations to key stakeholders

And any other duties as directed by the Lead Designer.

## It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You are eager to continually improve your skills and stay open to feedback without becoming defensive
- You enjoy working as part of a team and can communicate your design rationale clearly, while also being willing to share unfinished work for feedback
- You can work independently and arrange your time effectively around the priority of tasks and deadlines you have been given
- You thrive under pressure, can multitask, and are comfortable with quickly shifting between different tasks or projects
- You are quick in asking for help or clarification when you need it
- You have a keen eye for detail, minimising errors and reducing the need for multiple iterations
- You are willing to offer your perspective and can provide constructive feedback and praise when needed
- You have experience with design tools, even if they differ from those we use
- You must be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

### **Tool stack:**

We work regularly with the following tools. Some familiarity with these tools would be great but you will receive training:

- Figma: Design system, user flows, prototyping, email, and website graphics
- Adobe InDesign: Reports, guides, booklets
- Adobe Illustrator: Creation of icons, logos, charts and 2D avatars
- Figjam: Retrospectives and ideation sessions
- Zeroheight: Brand guidelines
- Adobe Photoshop: Photo grading and resizing
- Canva: Social media graphics (when required)

### **Additional tools you may use include:**

- Microsoft Teams: Internal communication, stand-ups, and user interviews
- Microsoft PowerPoint: Internal presentations

# Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Bachelor's degree (or equivalent) in Graphic Design, Product Design, or a related field		✓
Aptitude for learning and desire for continuous growth	✓	
Adaptability, and comfortable with working on multiple projects that may involve regular context-switching	✓	
Excellent communication and teamwork skills	✓	
Attention to detail	✓	
Strong visual design taste, idea generation and problem-solving	✓	
Basic understanding of UX, composition and typographic principles	✓	
Familiarity with Figma		✓
Familiarity with Adobe Photoshop, Adobe Illustrator and Adobe InDesign		✓

# Working for us

## Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

## Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

## Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

## Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or as required by the organisation.

## Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
- Hybrid and flexible working options
- Contribution to your charitable giving account
- Generous leave allowances
- Long service awards
- Participation in the Cycle to Work Scheme
- Death in Service benefit (4x annual salary)
- Option to join a Health Cash Plan
- Interest-free season ticket loan





# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload:

- a copy of your C.V.
- a copy or link to your portfolio
- a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.