



URBAN CROFTERS: DIGITAL COMMUNICATIONS DESIGNER

JOB DESCRIPTION:

We are seeking to appoint an enthusiastic and experienced part-time communications designer who will enhance and develop our social media presence. They will also be responsible for all digital slides required for projection at internal Sunday services, in addition to some ad hoc design work.

To be successful in this role you should have work experience in Graphic Design and Communications as well as being a committed Christian since personal faith is essential to all staff team roles.

We are initially seeking a digital communications content creator/designer to work remotely for 3 hours a week, which can be allocated to fit the needs of the successful candidate.

RESPONSIBILITIES:

- Create and design both visual and written content for Facebook, Instagram and WhatsApp
- Create and adapt all Sunday slides and send weekly to the leadership and AV teams
- Design and implement specific campaigns for Easter, Christmas, Alpha etc
- Ad hoc creation of website 'squares' to promote new events
- Take the initiative to find and plan all UC events into the design calendar
- Manage social media scheduling using the software 'Later' (or similar)
- Manage social media output and all internal promotions within strict timeframes
- Work within the brand's look and feel, using branding colours, fonts and style, appropriate to the brand's essence
- Suggest creative direction for social media engagement within UC guidelines
- Collaborate with UC leadership to develop new approaches for creating graphic/written content
- Create videos and/or reels to celebrate and promote the life of UC
- Work with a wide range of media and graphic design software (Canva, Later, iMovie)
- Implement feedback and changes to designs where necessary
- Respond to messages on social media platforms, adhering to UC guidelines
- Communicate with leadership for signing off all social media communications

REQUIREMENTS

Essential:

- Competent in Graphic Design; layout, colour, typography, using a design application (Canva/Photoshop)
- Competent in using all social media platforms, creating all posts/reels/video content
- Be a self-starter, able to take initiative and work alone
- Have a keen eye for design detail, and all integral detail relating to posts (timings, dates, venues)
- Able to build and expand the existing photographic library
- Confident using social media planning tool: 'Later' or similar

Desired:

- Videography experience
- Experience in using Premiere Pro or similar video editing software
- Experience generating content for TikTok, X & YouTube

TERMS OF EMPLOYMENT

- The digital communications designer will be contracted as an employed staff member for three hours a week.
The exact times and days you work are arranged with your line manager. Any additional hours during one week will be accrued as time in lieu.
- Gross annual salary will be £1,904.76 (equivalent to £12.21 per hour for a 3-hour working week). You will be paid monthly, in arrears, by BACs transfer into your bank or building society account.
- There will be a probationary period of six months, with a halfway appraisal after 3 months.
- Annual paid holiday entitlement is 16.8 hours, inclusive of bank holidays, per annum. This is equivalent to 5.6 weeks (28 days) pro rata.