

## Job Description

<b>Title:</b>	Graphic Designer/Technical Support Worker
<b>Hours Of Duty:</b>	22.5 hours
<b>Salary:</b>	£21 475 pa pro rata, NEST pension scheme available
<b>Leave entitlement:</b>	20 days + Bank Holidays
<b>Responsible to:</b>	The Manager of the Signpost to Polish Success (SPS)
<b>Structure:</b>	The Technical Support Worker is employed by the Charitable Company the Signpost to Polish Success management committee, subject to the availability of funding.

This post is funded by the National Lottery through the Big Lottery Fund until the end of March 2022, the successful candidate will have to complete a six month probationary period.

<b>Agency:</b>	The Signpost to Polish Success (SPS) is a Charitable Company based in Nottingham that provides a range of services for Eastern European migrants who arrived in the UK after the EU enlargement .
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### Purpose of the post

The applicant will be responsible for the design and publication of the SPS's newsletter, "*East Midlands po Polsku*", therefore he/she must be able to use computer programmes necessary for the production of the newsletter such as Quark, must have "an eye for the layout and graphic design" of a newsletter, must be able to take photographs for the newspaper, design adverts/posters for the newspaper. He/she should be interested in the life of the local community, to assist in the search for interesting stories for the newspaper. He/she will also be responsible for the delivery of SPS' newsletter, 10 times per year to our distribution points. Therefore access to a vehicle – desired/essential. He/she will be responsible for liaising with EMpP advertisers to secure adverts for EMpP, will look for potential clients and contact them via the telephone and e-mail or meet up face to face, will be responsible for the development of EMpP marketing strategies, in this way to contributing to the sustainability of the newspaper.

The person must be able to administer the SPS website, therefore knowledge of web design and maintenance would be an advantage.

The applicant will also be involved in organising other SPS events/activities, therefore the ability to be flexible and to contribute to all SPS services is desirable, you must work well with other SPS employees and contribute to the work they do.

### **Duties**

- 1) To co-ordinate the design/shape and publication of the newsletter.
- 2) To look for and liaise with the newsletter's clients who wish to advertise within the newsletter.
- 3) To design SPS posters and newspaper adverts.
- 4) To co-ordinate the design, maintenance and the content of the SPS website.
- 5) To complete the necessary administration work when dealing with clients.
- 6) To attend meetings, training events, networking.
- 7) To take photos for SPS and EMpP, to network with his/her local community in order to obtain important and strategic information for SPS.
- 8) To organise the distribution of the newspaper, therefore, access to his/her own transport is essential.
- 9) Must have the IT skills necessary for producing a newsletter. We are currently using Quark.
- 10) IT skills to manage the IT aspects of SPS would be an advantage.
- 11) Must be fluent in English and Polish, a knowledge of other Eastern European languages would be an advantage.
- 12) Must be able to contribute to other SPS services, be flexible and contribute to the work load of other SPS employees. Must be willing to undertake any additional SPS tasks that are allotted to them.
- 13) To co-ordinate and complete his/her own tasks within his/her own working hours, and provide feedback to their manager in the event of any complications.
- 14) To promote the services of the SPS to voluntary and statutory organizations within Nottingham and the East Midlands.
- 15) Flexibility to work evenings and weekends as required.
- 16) To identify your own training needs
- 17) Any other duties as appropriate to the post, subject to the proviso that any changes of a permanent nature shall be negotiated and incorporated into the job description in specific terms.

### **General:**

- 1) To respect and maintain confidentiality at all times.
- 2) To be aware of the SPS equal opportunities policy and to ensure this is reflected in all work undertaken by the post holder

### **Health and Safety**

- 1) The post holder will comply with health and safety in accordance with the Health and Safety at Work Act 1974.
- 2) To be familiar with Fire Regulations in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- 3) To ensure that accidents and fire incidents are recorded and properly investigated.