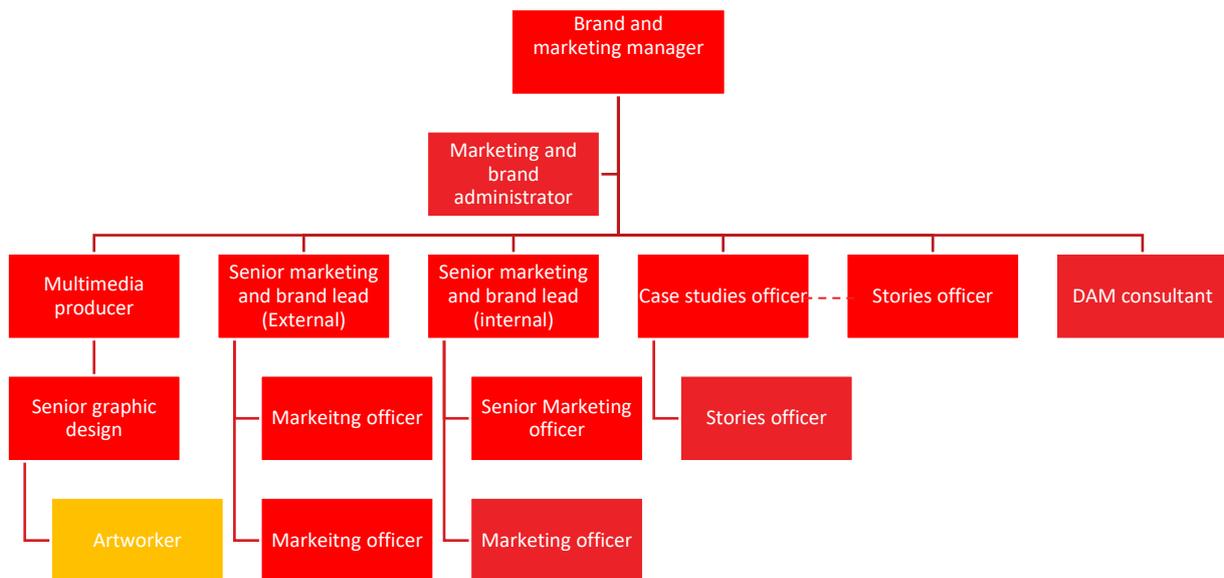


**Job title:** Artworker  
**Department:** Marketing and Communications  
**Reporting to:** Senior Graphic Designer  
**Salary:** £31,000 per annum  
**Hours:** 35 per week (would be open to 27 a week)  
**Location:** Based in London  
**Contract type:** 12 month fixed term contract

**Aim and influence**

Produce artwork for a range of print and digital projects by developing designs and taking pre-existing concepts from our creative team and preparing them to be used across a variety of mediums and formats.

**Organisational Chart**



*Please note structure is subject to change*

**Key responsibilities**

- Work closely with and support the creative team
- Ensure all work is accurately prepared for print and production
- Retouch and resize images for print and digital use

- Lay out and typeset publications
- Ensure design assets are in line with the Crisis brand
- Carry out proof checking prior to print and publish
- Create digital assets to size and scale
- Adapt existing artwork to alternative layouts and/or formats
- Work fast and confidently to ensure artwork is delivered on time
- Perform quality checks on delivered products when required
- Stay up to date on current trends and share best practice with colleagues
- Create templates for use by freelance designers and colleagues across the organisation
- Commitment to Crisis' purpose and values including equality and social inclusion

#### General responsibilities

- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis' policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

#### Person Specification

##### Essential knowledge and experience

- An impeccable eye for detail to ensure that creative assets are produced and delivered to the highest standards
- Proficient working knowledge of the Adobe Creative Cloud suite (InDesign, Photoshop, Illustrator)
- Excellent photo editing skills
- Solid understanding of the requirements of the main social media platforms (Facebook, Instagram, Twitter, YouTube and LinkedIn) and experience of producing and optimising content for these
- Experience within an inhouse charity creative team or agency studio
- Excellent understanding of print processes and readying artwork for print
- Understanding of brand values and how communications need to reflect these

##### Essential personal competencies/soft skills

- Promote community and a collaborative approach within the team, directorate and stakeholder teams
- A good negotiator and problem solver, able to think on feet when required
- Excellent relationship building, communication, listening and interpersonal skills, with a collaborative approach and willingness to embrace feedback - capable of developing strong working relationships at all levels.
- Self-motivated with strong organisational, project management skills, with a well-developed ability to manage competing priorities and make decisions. Calm under pressure. Remaining proactive rather than reactive, always, responding to changing needs and priorities when required.

### Desirable

- Experience using a digital asset management system
- Experience developing editable templates and training people on how to use them
- Oral and written communications skills, to include proofing reading and copy-editing
- Photography

We encourage applications from all sections of the community, particularly those with personal or previous experience of homelessness.

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

### The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

### Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

### What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is

helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

### How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section. A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

### Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

### I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

### I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

### I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl

+ V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

**Where can I get help?**

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.