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| Job Title | Graphic Designer |
| Reporting to | Head of Marketing |
| Location | Stadium |
| Line Management Responsibility | TBD |
| Main Purpose | Working in the Club to fulfil all graphic design needs for all club departments. Your approach to design will be clean and engaging. You have an eye for detail and experience in working within brand guidelines. |
| Working Hours | Full Time which include evenings, weekends and bank holidays as required and in line with business needs |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * As a Mac-based Creative you will need to be experienced in taking briefs from concept through to completion as well as amending/enhancing existing artwork, whilst ensuring all corporate/branding guidelines are followed. * Prior experience working on large and small format projects as well as apps, and social media campaigns would be an advantage. * Excellent working knowledge of Adobe Creative Suite. * Experience of using 3D Packages and Power Point. * Knowledge of After Effects, Premier and HTML desired but not essential. * Supporting the Seasonal Campaigns, working with the strategy team and bringing to life creative ideas. * Working with the Head Of Marketing to ensure a high level of concepts are delivered for all club commercial department. * Be involved in the day to day email campaigns by creating engage graphics for use on socials, website and emails * Report on work levels, ideas and concepts. * Supporting creative ideas, preparing proposals, overseeing the production process & execution. * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * Previous experience within Adobe Creative Suite * Understating Power Point for internal club usage * An analytical, proactive and flexible approach * An understanding of basic HTML * Experience within social media platforms. * The ability to work under own initiative and thrive in a fast paced environment * Must multi-task effectively * Excellent communication and interpersonal skills, with the ability to communicate clearly, effectively and appropriately with colleagues, suppliers and others at all levels * Able to effectively prioritise workload. * Experience trouble shooting and solving difficult and sometimes technical problems * Strong attention to detail, quality and accuracy imperative * Demonstratable experience in B2B email marketing * Have a very data and analytical approach to campaigns * A can-do attitude * Highly organised and methodical approach to workload * Confidential and diplomatic * Excellent communication skills both written and verbally * Full driving license * Right to Work in the UK | * Deployment experience in an email broadcast tools e.g. Sports Alliance / Maileon, Responsys, Exact Target, Adobe Campaign * Managerial experience | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:** [**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

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| **Signed** | **Name** | **Date** |
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