



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	Part-Time (20 hours) Graphic Designer.	
<b>Salary</b>	£8,000 - £14,000 (pro rota) depending on experience	
<b>Benefits</b>		
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Employment</b>	Part-time	
<b>Closing Date</b>	28 <sup>th</sup> August 2019	<b>Job Reference:</b> PNE1074

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a part-time Graphic Designer to assist in the Marketing and Communications of the Trust.

The kind of tasks you will be responsible for will include:

- You will gain an understanding in all community programmes delivered and assist in the marketing and communication of programmes, creating assets that will reinforce the brand of Preston North End whilst engaging with the intended audience.
- Working closely with the Communications Officer to plan, design and implement methods to effectively communicate with stakeholders.
- Producing and creating print and digital content for various platforms such as leaflets, E-newsletters, posters and social media graphics.

The community department is the part of the club that aims to connect with the community through various activities. We aim to build better lives, inspire, educate, improve health and be inclusive to all groups. As a registered charity, we aim to engage as many people as we can, taking the positive image of Preston North End FC out into the community.

**How to apply:**

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to [jobs@pne.com](mailto:jobs@pne.com) with subject title Reference 'PNE1074' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

**Interview dates:**

Interviews will take place on w/c 2<sup>nd</sup> September 2019

<b>JOB DESCRIPTION</b>		
<b>1.</b>	<b>Job Title</b>	Graphic Designer
	<b>Salary / Benefits</b>	£8,000 - £14,000 (pro rota) depending on experience
	<b>Hours of Work</b>	You will have a standard working week of 20 hours a week. Hours of work are flexible and can be done over 3, 4 or 5 days.
	<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	<b>Responsible To</b>	Assistant Head of the Trust
	<b>Responsible For</b>	N/A
	<b>Employment Type</b>	Part-Time
<b>2.</b>	<b>Overall purpose of the Job</b>	<p>Working closely with the marketing and communications department of the Preston North End Community and Education Trust, you will have an important role in the delivery of the Trust's graphic assets, both in print and digital.</p> <p>Make artwork ready for print and have knowledge of graphics across the different social media platforms.</p> <p>You will liaise with programme leaders, collaborate ideas and create effective graphical content that is fit for purpose, creating visual concepts using computer software, to communicate ideas that inspire, inform and captivate consumers.</p>
<b>3.</b>	<b>Duties and Responsibilities</b>	<p>Predominantly using Adobe InDesign and Photoshop, you will produce artwork for all community projects in line with the brand style for each area of the business, such as education and schools provision.</p> <p>Effective time and work load management to ensure all tasks are completed quickly but to a high standard.</p> <p>Be active in the planning and creation stage of projects.</p>

	<p>Able to contribute new ideas and monitor design and industry trends.</p> <p>Confident in pitching and presenting ideas to senior staff whilst taking on board their ideas and constructive feedback.</p> <p>Have a positive and approachable attitude to completing tasks.</p> <p>Conform to the brand guidelines already in place, both at the football club, and the Community Trust and work with the club's graphic designer to ensure guidelines are parallel.</p> <p>Be familiar working with Macs and competent performing the role with the provided resources.</p>
<b>4. General</b>	<p>To at all times represent Preston North End Football Club and PNECET in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible unsociable hours when and where the role requires including evenings, weekends, home matchdays and overnight stays.</p>

<b>PERSON SPECIFICATION</b>	<b>DESCRIPTION</b>
<b>1. Qualifications</b>	
<b>Essential</b>	Educated or working towards Degree level, or of a similar qualification.
<b>Desirable</b>	Full clean driving licence.
<b>2. Experience/Skills/Abilities</b>	
<b>Essential</b>	<p>Extensive experience in graphic design, using Adobe InDesign and Photoshop or a similar programme.</p> <p>Experience in producing promotional assets such as leaflets, social media graphics and E-newsletters.</p> <p>Experienced with using Macs and associated software.</p>
<b>Desirable</b>	<p>Competency in Premier Pro and video editing</p> <p>An understanding of Preston and the surrounding geographical areas.</p> <p>Understanding of current trends and initiatives relating to graphic design.</p>

	<p>A working understanding of the football industry and its community programmes.</p> <p>Working within a professional football club environment.</p>
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This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

### **Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Criminal Record check (DBS).

### **General Information**

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.