



**JOB ADVERTISEMENT**

# **GRAPHIC DESIGN, MANAGER**

Full-time staff position, based in the UK.

April 2021



R-ID-141

## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## The Scope of Work

Integrity is hiring a Graphic Design Manager to support its Marketing and Communications function. This is a mid-level role for a creative individual to drive the marketing of the Integrity brand and support with the design of client-facing documents, infographics, data visualisations, project branding and marketing materials. You will gain hands-on experience as part of a fast-paced international consultancy doing valuable and ethical work around the globe, covering a variety of services and complex thematic challenges. You will be a member of Integrity's Business Team and coordinate with the Marketing and Communications Hub, which includes an in-house Graphic Designer who you will manage. You will work with a wide range of external and internal clients for whom your services and products are in high demand and highly billable.

## Terms of Reference:

### Graphic Design and Document production (65% LoE)

*Support with the production of professional, client-facing documents, graphics and data visualisations for Integrity's portfolio of projects.*

- Design and populate templates to turn MS Office-produced reports and project documents (including presentations) into easily digestible and visually appealing reports of publishable-quality.
- Use a range of tools (MS Office, Adobe InDesign, Photoshop, Illustrator, Acrobat Pro) to create and design graphics, data visualisations, infographics and to edit images following Integrity's brand guidelines.
- Liaise with Project Teams to define briefs and schedule production.
- Support finalisation of proposals, capability statements and other marketing documents ready for submission to partners and clients.
- Copy-edit and proofread work to ensure that completed documents are delivered accurately and to an appropriately high standard.

*Support with the production of brand and style guidelines for projects*

- Design and develop logos and branding for newly won projects, which will include: Word and InDesign templates, graphics, brand guidelines and content style guidelines.
- Aid with the re-development and evolution of Integrity's branding.

*Support with the production of Integrity marketing materials*

- Manage the update and production of marketing materials for Integrity, this could range from leaflets and flyers to brochures and digital material,
- Manage the design, procurement and distribution of business cards, event material, hard-copy report printing.

### Marketing and Communications support (30% LoE)

*Asset management*

- Maintain streamlined and well-organised repositories for Integrity documents, marketing materials, templates, and photography folders.
- Build on, manage and deploy Integrity's image stock library.

*Communications campaigns and administration*

- Maintain and update Integrity's website (WordPress).
- Create new webpage designs when necessary.
- Support the generation of content for Integrity's website, including project delivery information, staff profiles, job postings and news articles.
- Assist with the publication of staff and consultancy recruitments when required, from formatting Terms of Reference and QA, to publishing them on the Integrity website and other relevant recruitment sites, to advertising the roles on social media.
- Support in content generation for Social Media platforms, especially LinkedIn and the Integrity website, including the development of short news items.

- Assist in the production and distribution of the Integrity Newsletter.

### Staff Management (5%)

- Line manage a junior graphic designer.

Work with colleagues under line management to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.

## Your Experience and Qualifications

- At least 3 years of relevant experience, with a demonstrable knowledge of MS Word, Acrobat, Photoshop, Illustrator and InDesign.
- Working knowledge of WordPress is essential.
- Proven ability to work to a specific in-house brand and style guides.
- Proven ability to stick to deadlines.
- Excellent written and verbal communication skills in English are essential.
- A flexible and proactive approach.
- Previous interest in international development is beneficial but not essential.
- Skills and experience in copy-editing and proofreading is useful but not essential.
- Knowledge in interactive/moving graphics and/or video editing desirable but not essential.
- Knowledge and experience using data visualisation software, such as PowerBI, desirable but not essential.
- Degree or equivalent qualification in Graphic Design or other relevant subject is desirable but not essential, provided a strong portfolio of work can be showcased.

## Core Competencies

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Leadership</li> <li>• Planning and Organising</li> <li>• Development and Continual Learning</li> <li>• Results Focus and Initiative</li> <li>• Teamwork</li> <li>• Customer Orientation</li> <li>• Communication</li> <li>• Managing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and Flexible Thinking</li> <li>• Achievement Focus</li> <li>• Managing Resources</li> <li>• Teamwork and Team Leadership</li> <li>• Customer Orientation</li> <li>• Influencing</li> <li>• Organisational Knowledge</li> <li>• Organisational Alignment</li> <li>• Strategic Thinking</li> <li>• Accountability</li> <li>• Developing Talent</li> </ul>

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **7<sup>th</sup> May 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

*Integrity is an equal opportunities employer. 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. We will respect your confidentiality and abide by UK data protection laws.*



**LISTEN  
COMPREHEND  
RECOMMEND**