



APPRENTICESHIP ADVERTISEMENT

Apprentice – Graphic Design

Level-3 Apprenticeship (15 months)

May 2022





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 ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. 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 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including FCDO, USAID, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict, and fragile contexts. We transform conflict and build stability, accountability, and prosperity.

Mission: 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: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work. See our values [here](#).

Further information about Integrity can be found at www.integrityglobal.com.

Apprentice – Graphic Design

Integrity is seeking an apprentice to work with our Graphic Design Manager and Head of Communications in our Brighton office, as well as with the wider Integrity Global team. The apprentice will receive a mixture of on- and off-the-job training. With Integrity you will be learning on-the-job, designing materials for multiple audiences, populating templates and creating infographics. Tasks include:

- Ensuring MS Office-produced reports and project documents (including PowerPoint presentations) are stylish, publishable-quality products that meet a range of internal and client branding requirements
- Using a range of tools (MS Office, Adobe InDesign, Photoshop, Illustrator, Acrobat Pro) to create graphic designs, data visualisations, infographics and to edit images for client projects and funding proposals
- Creating designs for our website (visualisations, project summaries, infographics)

- Building, managing and deploying our image stock library
- Liaising with project teams to define briefs and schedule production to deadlines, supporting preparing statements and documents for submission to clients
- Supporting projects with design-related operational, logistical and admin tasks as required
- Keep abreast of design principles and emerging industry trends to help wider team with creative decision-making

In addition, you'll join sessions with a coach at apprenticeship provider [Creative Process Digital](#) at their Training Centre in Brighton to build the skills, knowledge, and behaviours needed to begin your career.

Your experience and expertise

Your general competencies may include:

- Able to talk through design decisions with a diverse range of people
- Keen to work within an international development context
- Interest in editorial/content environment. Keen eye for detail, grammar, and spelling
- Organised, collaborative and attentive to detail with strong communication skills – including verbal communication for liaising with colleagues
- Patient and able to work calmly and collaboratively under pressure and to deadlines

Your technical competencies may include:

- Knowledge of Microsoft Office (especially Word and PowerPoint) and willingness to explore its design capabilities in order to work collaboratively with non-design colleagues
- Knowledge of Adobe products, especially InDesign and Illustrator
- Enthusiasm for working with colleagues to understand complex technical content (including data) and visualise it simply and effectively for specific audience needs
- Knowledge of WordPress and interest in updating and designing for our website as needed
- Video production, animation, illustration or other creative skills are also welcome

How to Apply

If you are interested in applying for this position, please follow the link to the [GOV.UK apprenticeship applications portal](#) to submit your application.

This recruitment is open-ended and will be closed once we have found suitable candidates. **We encourage early applications.** We will review candidates on a rolling basis and 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.