

## Job Description

Job Title	In house Graphic Designer
Department	Marketing Team
Reports to	Head of Marketing
Responsible for	N/A

## Job Purpose

To support the sales and marketing team in the development of a wide variety of creative and forward thinking digital, film and offline design concepts in line with the existing branding, company values and sales and marketing strategy.

## Duties and responsibilities

### Operational responsibilities

- Work to Bennamann brand guidelines to ensure maintenance of high quality visual and branding standards across a range of products and projects, including brand, print communication, event collateral
- Take briefs from the Head of Marketing, including supporting the commercial team, as required
- Manage work and projects, recording time allocation as required
- Deliver projects to agreed budget and deadlines, where relevant, liaise with external stakeholders (print, production) to ensure timely delivery
- Follows procedures to ensure compliance with company ISO standards
- Responsibility and accountability for actions within My Compliance is documented within HR-101a MyC RACI

### Peer group / cross team liaison

- Maintain a good working relationship with colleagues and peers, reflecting Bennamann values

### Reporting and communication

- Work collaboratively within the marketing team and also with the commercial team, on new concept design and communication
- Ensure realistic timeframes are set and managed for design projects with clear communication and progress reports shared with relevant stakeholders

### Team

- Proactive and progressive member of motivated and engaging team
- Participate actively in team meetings and proactive in own review and development
- Supportive and inclusive team member, role modelling Bennamann values in both internal and external relationships

### H&S

- Responsible for own H&S and that of your colleagues, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and / or any other reasonable context

- Highlight any H&S risks you identify to management
- Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
<b>Relevant Experience</b> Work and non-related work experience relevant to the job/ organisation	<b>Technical/Operational</b> Minimum 2 years' experience as a graphic designer or in related field, with a portfolio of design projects. Proven experience from cradle to grave with branding, concept and content creation, print design and management, artworking across print and digital platforms	Natural interest in branding, abreast of design trends and up to date with tech  Experience with motion graphic design / film / animation  Experience within a similar industry
<b>Education/ Training</b> Specific qualifications and or training	A bachelor's degree in graphic design or related field, or a graphic design qualification or similar  Proficiency with design software and graphics editing software, such as Photoshop, Illustrator, InDesign, etc.	Experience of Mailchimp or similar
<b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained	An empathy and affinity with the Bennamann company values: <ul style="list-style-type: none"> <li>- Safe, reliable and dependable</li> <li>- Protecting the environment and with a zero-carbon footprint</li> <li>- Value our customers and our colleagues</li> <li>- Profit with integrity</li> <li>- Innovative, passionate with a can-do attitude</li> </ul> In addition: <ul style="list-style-type: none"> <li>- A creative, forward thinker with the ability to come up with progressive, thought provoking design concepts A collaborative and positive team player with excellent communication skills</li> <li>- Proven organisation, planning time management,</li> </ul>	

	<p>teamworking and communication skills</p> <ul style="list-style-type: none"> <li>- Follows procedures to ensure compliance with company ISO standards</li> <li>- Adheres to process and policy, including PPE and uniform</li> <li>- Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers, ranging from farmers to councillors and scientists</li> </ul>	
<b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions	<ul style="list-style-type: none"> <li>- Full time</li> <li>- In-house design role</li> <li>- Hybrid working</li> </ul>	Occasional travel to events