



the grainery church

POSITION DESCRIPTION

Position Information	
Job title: Graphic Designer	Reports to: Media and Communications Coordinator
Team: Media and Communications	One up Manager: N/A
Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date updated: July 2020
Key Relationships: <ul style="list-style-type: none"> Executive Manager Media & Communications Team Ministry Leaders 	Hours per week: 15.2 hours per week

Primary Purpose

The Graphic Designer is responsible for creating design elements for all print and visual communications.

Key Accountabilities

- Collaborate with Media and Communications team to design and deliver high quality media to within the church and beyond
- Design newsletters, information flyers, church booklets and handbooks, cards for giving, cards for welcoming, advertising of events, connect study design and website information
- Design slides for celebrations
- Design image for each challenge
- Responsible to train other volunteers in this area of ministry
- Meet weekly with the Media and Communications team
- Other relevant duties as required

Job Specific Skills, Knowledge & Qualifications, Experience

Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Visual communication and design skills • Technical skills in Adobe suite • Strong interpersonal skills in order to develop and manage relationships with internal staff and external contacts • Creative thinking and problem-solving ability • Ability to work productively to deadlines within a team environment • Ability to work independently <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to photograph
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Knowledge & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Qualifications in design, multimedia, or related field. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of current creative trends and technologies • Knowledge of audiovisual production process • Knowledge of digital/online production process
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in a similar role <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working for a Christian ministry or not-for-profit organisation

Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to The Grainery Church and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of The Grainery Church.
- At all times act at a high standard of professional behaviour.
- Not act, or be seen to be acting, in conflict with the best interests of the Church.
- Be an active part of whole church events.
- Always strive for clear and reliable communication internally within own ministry, and externally in communicating with all leaders, staff, and other individuals.
- Practice responsible time management.
- Work effectively within teams.
- Strive to complete all weekly tasks, including those extra tasks allocated to you during staff/ ministry specific meetings, and if unable to complete, communication of this is provided to those involved.
- Show respect to all Grainery ministries, always working alongside other ministries towards the greater vision of The Grainery. This includes being respectful of all church resources and room usage.
- Ensure to follow correct administrative and organizational processes, for example working within the church's event calendar; seeking approval for events, rearranging spaces/rooms back to the original state after use.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within your ministry.

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