

Job title:	Designer
Reports to:	Head of Brand
Responsible for:	No direct reports

We are **SSAT, the Schools, Students and Teachers network**.

We exist to help improve outcomes for all young people. As a membership organisation of schools and academies across the UK and internationally, we work with leaders, teachers and students to drive school improvement and innovation, and celebrate their successes. We believe in **a truly school-led system**, with schools working in partnership across and beyond the education sector.

At SSAT's heart are our **membership networks**, bringing together school leaders, teachers and students. We have been working with schools for over 30 years, and continue to offer **insight and understanding** into teaching, learning and system leadership. Our **professional development and school improvement programmes** help leaders and teachers to further outcomes for all young people, and develop leadership at all levels across the system.

We are SSAT and we provide fresh ideas for ambitious schools.

To work at SSAT you should be committed to:

- working together to achieve the organisation's objectives
- contributing to and following SSAT processes and systems to put our customers first.

Role

The Designer will work in our busy in-house design team. They will work across various print and digital projects including the design and production of marketing materials and brochures, information booklets, editorial publications, press adverts, web and social media assets, and a range of collateral for our national events and training programmes.

Responsibilities

- to contribute to the production of all creative output across the SSAT portfolio
- to build excellent working relationships with colleagues to translate their requirements into coherent and engaging designs
- to work with the Lead Designer to ensure all deadlines are met
- to review a brief – verbal or written – and accurately estimate the production time required
- to support the development of the implementation of brand guidelines across SSAT for different print and digital items
- to maintain the organisation's stock image library
- to proof and check artwork returned by external parties for quality control.

About you

- proven experience of working in a similar role
- an excellent working knowledge of the Adobe Creative Suite – including InDesign, Illustrator and Photoshop

- experience in film, animation and video editing would be beneficial
- solid understanding of Microsoft Office
- experience designing from brief to final delivery across multiple channels
- able to deliver creative solutions within a set budget
- excellent multitasking experience demonstrated through the ability to manage and deliver multiple projects at a time
- demonstrate a solid working knowledge of preparing artwork for print
- meticulous attention to detail
- strong written, verbal and interpersonal skills
- passionate about design and keeps up to date with the latest design and industry trends.

This job description is not exhaustive and you may be required to undertake other tasks as required.

SSAT is an equal opportunities employer.

Last updated: October 2018