

Role Title	Communications and Graphic Designer
Reports to	Team Leader – Communications & Staff Support
Date	October 2022
Purpose	<p>As a member of the Communications team in the National Office, deliver the copy and graphic elements of AFES National communications to staff, students, supporters and the wider Christian and non-Christian community, in print and digital (web & electronic) media, in order to achieve the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</p> <p>In prayerful dependence on God, you are employed to serve and support campus staff in their proclamation of Jesus Christ at University to present everyone mature in him by building student groups that:</p> <ul style="list-style-type: none"> • <u>E</u>vangeli<u>s</u>e students by proclaiming Jesus as Lord • <u>E</u>ncourage growth toward Christian maturity • <u>T</u>rain students in the skills and character to serve Jesus and His people • <u>S</u>end graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>Your primary work is to provide professional graphic design and communication services, brand management and social media campaigns to internal clients to enable work on campus to flourish.</p> <p>Online Presence</p> <ul style="list-style-type: none"> • Design and develop the visual elements of AFES' websites, with key focus on stakeholder engagement (staff, students, financial partners and general public etc). • Improve the user experience though intentional design and connectedness across multiple platforms, channels and mediums. • Develop and support the implementation of social media project plans to strengthen AFES' online presence for supporters, staff and students. <p>Graphic Design</p> <ul style="list-style-type: none"> • Take briefs from stakeholders to assess their communication objectives and prepare concepts, illustrations, design briefs or other visual representation to meet their requirements. • Design, create and typeset AFES communications such as brochures, stationery, invoices, supporter cards, financial response forms, and annual publications including the wall planner and OnCampus. • Design, create and typeset material for nationally run conferences such as the National Training Event, Apprentice Conference and Senior Staff Conference, including visual theme design, promotional materials (including social media) and conference materials. • Manage the printing, delivery, distribution and stock levels of AFES publications and other resources. <p>Communications</p> <ul style="list-style-type: none"> • Within the Communications team, assist with the development of high quality

	<p>communication strategies for the National Office, National Executive and various communication campaigns.</p> <ul style="list-style-type: none"> • Lead various design or communication projects as required. <p>Complete other duties as assigned by the Team Leader – Communications & Staff Support.</p> <ul style="list-style-type: none"> • Self-learning and self-caring: <ul style="list-style-type: none"> ○ Engage in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with the Team Leader (Communications & Staff Support). ○ Monitor and maintain your wellbeing, including taking leave.
Relationships	<p>The Communications and Graphic Designer will:</p> <ul style="list-style-type: none"> • report to the Team Leader – Communications & Staff Support for day-to-day matters. • regularly participate in the AFES National Office team meetings. • liaise with the AFES National Office staff team, the AFES Executive Team, the NTE Plenary Team, and NTE Marketing Team, the Apprentice Conference Planning Team and report directly to the Team Leader – Communications & Staff Support. • liaise with AFES campus staff who will be writers and contributors to design projects. • liaise with printers, mail distribution and merchandise companies. • liaise with website developers and video editors.
Special circumstances	<p>This position is full time and regular work is to be performed at the AFES National Office, Kingsford, or remotely as agreed. As such the incumbent will be expected to participate in the broader AFES National Office team meetings when present. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked, including Apprentice and Staff Conferences and the National Training Event.</p>
Qualifications	<ol style="list-style-type: none"> 1. Character as outlined in the Code of Conduct for AFES workers. 2. Doctrine as outlined in the Doctrinal Statement for AFES workers. 3. Appropriate qualifications or demonstrated experience. 4. Working with Vulnerable People Check (or relevant State Equivalent).
Competencies	<ul style="list-style-type: none"> • Communication • Balances Stakeholders • Collaborates • Decision making • Problem solving

Skills	<ul style="list-style-type: none">• High proficiency in the use of graphic design applications including the Adobe Creative Suite, specifically InDesign and Illustrator in the OSX environment.• Experience in applying design concepts across a variety of mediums including print and online.• Proficiency in design and typesetting ability for publications including magazines, booklets, brochures and communication products with creative flair and a keen eye for detail.• High level copy writing, editing and proofreading skills.• Completion of appropriate technical qualifications or demonstrated industry experience.• Exposure to AFES or its affiliates such as being part of an AFES Campus group and attendance at NTE.• Experience in brand management.• Experience in photo and video editing.• Knowledge of web design principles and experience in designing website graphics.• Ability to build sound working relationships and network across a diverse range of stakeholders.• Ability to use initiative, work independently and also as part of a team, contributing positively to a team environment.• Ability to give and welcome feedback.• Ability to manage time well including working under pressure to meet deadlines.
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