



## **Job Specification: Website and Digital Designer**

### **Are you interested in starting a career in web and graphic design?**

*The Design Team supports the wider company, empowering staff to promote our brand, drive sales of our products and deliver promotions on various media platforms.*

### **What you will be responsible for?**

*Maintaining and updating our collection of 30+ event websites, creating attractive marketing collateral, preparing additional signage / slides / images for events, and assisting the Design Team with day-to-day tasks.*

### **What do we have in store for you to strengthen your Website and Design experience?**

*A supportive team to provide all necessary training, a helpdesk with documentation & web-developer, defined company branding guidelines & examples, and an openness to incorporating additional training into your schedule.*

### **Job Description:**

- Be the central team member for maintaining, updating, and creating our event websites.
- Create images to enhance aspects of the websites, including carousels, popups and document / content download pages.
- Upload to and maintain our library of content on the website's Content HUB.
- Create images supporting social media, e-mail, and other campaigns.
- Create images and banners for our portfolio of events across multiple formats and platforms.
- Prepare slides, signage, and templates for use at events and by other staff.
- Assist the Design Team with other day-to-day tasks.

### **Applicants must be / have:**

- An organised and methodical approach to their work, with excellent attention to detail.
- A team player who is comfortable both in sharing their opinion and receiving constructive guidance.
- Technological experience and an aptitude for learning new software and systems.
- A good understanding of responsive web design.
- A solid foundation in Adobe Photoshop.

### **The following traits would lend applicants an advantage:**

- Experience using Wordpress, and on-page building software such as Elementor.
- A solid foundation in Microsoft PowerPoint, including its animation capabilities.
- Previous experience in a similar role.

### **Benefits of the role:**

You will receive a basic salary from £20-22k PA, dependent on experience. To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements.

Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

**Interested in joining the team? Email your CV and cover letter to [careers@oxfordglobal.co.uk](mailto:careers@oxfordglobal.co.uk)**

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