

WE'RE HIRING.

Creative & Digital Content Executive (Graphic Design)

Salary: based on experience and ability

Location: Huddersfield/Halifax, West Yorkshire

FAMILY-FRIENDLY FLEXIBLE EMPLOYER

We would be prepared to consider a job share of a part-time post for a suitable candidate.



your dream job

Fourteen19[®]
ENGAGING YOUNG PEOPLE

Do you want to use your creative skills to benefit the lives of *young people?*

As part of the youth engagement team at Fourteen19® your role will be much more than churning out logos and graphics, it will be about co-creating with young people and a team of experts to generate content that will increase the uptake of our client's products and services.

Job Description | Creative & Digital Content Executive

We are looking for a creative professional who can help take our organisation to the next level.

Based in West Yorkshire, we are one of the UK's leading youth engagement agencies with a client base of national and regional organisations including the Football Association and The Canal & River Trust.

Your job will be to ensure that products and services that will benefit young people, engage young people.

We help organisation's promote products and services that improve the lives of young people, whether this is

through offering opportunities to volunteer or by accessing support that will improve their employability and life skills. We care passionately about improving the lives of young people and this role will play an important and rewarding role in achieving this.

We are currently in the process of buying and renovating what will become a purpose-designed four-story office. Our new office will be the centrepiece of our continued growth and will help us to showcase our unique approach and house our innovative and life-improving services.



Key Responsibilities

1. Generate creative campaign ideas and solutions that meet the needs of clients both individually and as a group
2. Deliver graphic design support for Fourteen19® and client content and ensure all material is correctly branded, maintains key messages and satisfies identified audiences
3. Produce content for a variety of digital platforms and marketing channels
4. Work with the all team members and co-create activity with young people ensuring agreed schedules are adhered to
5. Brief third party suppliers as required
6. Create and sign off content
7. Keep up-to-date with youth content/ marketing and share this information as appropriate
8. Help mentor staff and young people to generate low-level content
9. Update, refresh and evolve the Fourteen19® brand and play a key role in developing content to generate new content
10. Review creative briefing documents for projects that come to the communications team.
11. Perform other duties, as agreed with the Head of Agency for publications necessary to achieve the aims of this post.



Are you our ideal candidate?

We are looking for a person with a keen interest in all things ‘youth’. As a result, you will be a someone who is in tune with current youth trends and have a skill set that is equipped to generate and produce content across a wide variety of digital platforms.

The person we employ will have the ability and confidence to ensure the creative output of our agency exceeds the needs of our clients. We would expect the successful candidate to be bursting with ideas and excited with the unlimited platforms at their disposal. You will be able to take a creative brief, produce initial concepts and then turn it into visuals and filmed content.

Our commitment to the development of young people extends to our staff and we are happy for the successful candidate to be only 80% equipped for the role. As a supportive agency we will identify potential areas where you are less strong and seek to put in place a programme where they can be improved. For us, a desire to constantly challenge and improve yourself is much more important that recruiting somebody who feels that they know everything about everything from the outset.

Person Specification | Creative & Digital Content Executive

Area	Required	Desired
Qualifications	<ul style="list-style-type: none"> Qualification in (or currently studying) design or a creative production at degree level or equivalent 	
Experience	<ul style="list-style-type: none"> Ability to take projects from concept through to delivery. Brand development work across multiple media 	<ul style="list-style-type: none"> Experience working in a busy design environment
Skills // Abilities	<ul style="list-style-type: none"> Able to work under pressure and to deadlines Proven ability to work creatively in a team environment Proven creative problem solving skills 	<ul style="list-style-type: none"> Ability to organise work flow Proven negotiation skills Ability to process critical feedback
Graphic Production	<ul style="list-style-type: none"> Good working knowledge of Adobe Creative Cloud including InDesign, Illustrator and Photoshop Good knowledge of producing press ready PDF documents and PDFs suitable for new media based distribution Understanding and working knowledge of web based and new media design Understanding and working knowledge of photography, editing and post production Understanding and working knowledge of Microsoft Office. Knowledge of video editing using Final Cut Pro Working knowledge of web design and social media and web graphics production Ability to produce concepts for discussion 	<ul style="list-style-type: none"> Experience of creating automated backups and producing database of photos Working to Brand Guidelines Ability to meet client needs direct from brief Image sourcing Supplying images in correct format Sign off print-ready artwork
Film Production	<ul style="list-style-type: none"> Experience of video editing and production including post production using Final Cut Pro and After Effects. 	<ul style="list-style-type: none"> Liaison with interviewees Support Staffing Filming Photography File management Editing/amends Animating graphics (Motion Video) Driving to locations

Area	Required	Desired
Email & Digital Marketing	<ul style="list-style-type: none"> • Formatting graphics for multiple online platforms 	
Marketing Communication	<ul style="list-style-type: none"> • Ability to generate creative ideas & concepts 	<ul style="list-style-type: none"> • Outline Marketing Knowledge • Written communication skills
Meetings & Reporting	<ul style="list-style-type: none"> • Attend and be an active contributor to weekly and monthly meetings • Attend client meetings as required 	
Admin/Tendering	<ul style="list-style-type: none"> • Manage a project from start to finish • Present findings to client • Co-create campaigns with young people 	<ul style="list-style-type: none"> • Produce a quote for jobs • Run an internal weekly meeting • Update traffic documents
Personality	<ul style="list-style-type: none"> • Self-motivated and energetic • Imaginative and enthusiastic. • Team player • Clean driving licence 	



Your next career step!

Get in touch!



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To apply please submit your CV, PDF portfolio and a covering letter to **hello@fourteen19.co.uk** demonstrating your suitability for the post.



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