



Alive Church
Job Information Pack

Job Title: Graphic Designer
Department: Alive Church

Dear Candidate,

Thank you for your interest in working for Alive Church.

In this pack you will find the Job Description and Person Specification for the role you are applying for.

We encourage you to read the guidance notes and fill in the application form carefully, giving all relevant information and in particular setting out the ways in which you meet the criteria to be assessed through the application form.

The criterion set out in the person specification contains all the competencies for this role and will be assessed at different stages of the selection process. Please see the guidance notes for further information on this.

I hope that you find the job description interesting and decide to apply. I wish you success and we look forward to receiving your application form.

Simon Nicoll
Operations Director

Alive Church
Tel: 01522 542166
Email: simon.nicoll@alivechurch.org.uk
Web: www.alivechurch.org.uk/opportunities

CONTENTS

About Alive	4
Job Advert	6
Guidance Notes for Applicants	8

ABOUT ALIVE CHURCH

We are a vibrant contemporary church currently based in 8 locations; Gainsborough, Grantham, Lincoln Central, Lincoln North, Lincoln South, Newark, Scunthorpe and Wymondham. The heart of Alive is to introduce and connect people to God. We do this in a number of ways but primarily our activities are centred around Sunday Services, mid-week Life Groups, children's, youth and student ministry and community based projects that seek to bring restoration to those in the localities we are based.

We are part of the Ground Level Network of churches and therefore are actively involved in all of the activities of Ground Level. This includes the One Event and Leaders Conference. In addition to this Alive Church is a member of the Evangelical Alliance.

Alive Church Lincoln is a registered charity (No: 1140435) and a company limited by guarantee having no share capital. (Registered Company No: 7494717)

You can find further information about Alive through our website www.alivechurch.org.uk

OUR VISION

We see Alive as a strategic multi-site church made up of thousands, expressing itself in numerous locations, seeing many people come to faith and equipping people who passionately follow Jesus Christ. We see a planting church who actively raise leaders and send teams to plant new locations. A church readily working in partnership with other churches and ministries for the advancement of God's Kingdom. We see Alive having a heart for the re-evangelisation of the UK, believing we have a significant contribution to make.

We see Alive as a knowing church. A multi-ethnic, multi-generational church who values all people, ensuring everyone is given an opportunity to know Jesus. We see a body of people who carry the heart and ethos of the church in all age ranges. We see Alive as a church of character and humility, where every person serves the mission of Christ, putting others before themselves. We see a church who deeply values both gathering together for vibrant Sunday worship and celebration and connecting together in small groups for friendship and discipleship.

We see Alive as a growing church. A bible-believing church, living out orthodox christian lifestyle handed down to us in word and deed. A Jesus-centred community growing in their faith and empowered to make a difference in the world. A positive Holy Spirit filled people demonstrating the fruit and gifts of the spirit and the character of Christ. We see Alive as a welcoming church where kindness and hospitality are the hallmark. A church who models the generous heart of God in their own generosity. A church who carries a spirit of excellence. A praying church who believes that nothing is impossible with God.

We see Alive as a going church. A church of influence, with involvement in all spheres of society and a focused mission into the world. A church with a heart for the poor and the marginalised,

who are determined to bring transformation to people's lives. A church led by a dream team of committed staff and leaders. A team of men and women committed to God and to one another to see our dreams become a reality. We see a church that leads the way in training leaders who carry the DNA and culture of the house both within the church and into society, equipping all people to serve God in every area of their lives.

Slogan

KNOWING

Every person having a relationship with Jesus Christ

GROWING

Every person growing as a follower of Jesus within His church

GOING

Every person engaged in the mission of Jesus through the church

JOB ADVERT

Contract type: Permanent

Salary: £18,540 pro rata

Hours: 22.5 (Tuesdays, Wednesdays and Thursdays preferred)

Location: Alive Lincoln Central

Closing date: Friday 26th August 2022

Interview Date: Week commencing 29th August

Start Date: As soon as possible

Line Management Structure:

You will be Line Managed by the Creative Director

Role Description

Responsible for the creation of a wide variety of visual assets in all media including print, video, web and interactive. Projects include promotion for multiple church wide events throughout the year such as Christmas, Easter, Make a Difference and Rise and Build. Projects will be created for all Alive locations alongside any Acts, Youth, Young Adults and Kids Team media requirements.

Expected to coordinate and communicate effectively with the Creative Director and Communications Director to ensure that the visual design successfully delivers the desired message and organisation objectives and brand guidelines are adhered to for brand consistency.

Delivering projects on time, aligned with the brief and working well within a team is essential alongside regular feedback and communication with team leaders and members.

This role will involve some work outside of normal working hours for example filming at events or supporting the media team in audio visual requirements. It may also involve travel to Alive locations across the county to carry out some aspects of the role.

Main Duties:

- Help produce annual visual and brand artwork (developed September for the following year) ensuring the visual output of Alive church is always on trend and moving forward.
- Develop high quality and original creative concepts for print, digital and interactive media that reflect strategy and are compliant with Alive Church's brand.
- Effectively manage workload on a variety of projects from simple to complex multichannel campaigns as per the team leader timescale, ensuring final proofs are delivered on time and to the brief.

- Accurately track project timelines/deadlines and creative hours.
- Ensure that all projects are released error-free to meet the highest possible production standards.
- Be a Brand Steward helping the creative department adhere to and continually help develop the Church's brand as needed.
- Development of Alive website to ensure we are always on trend and adhering to the annual visual and brand guidelines.
- Ensuring Social Media channels are maintained to a high standard and are adhering to the annual visual and brand guidelines.

Person Specification

Specification	Criteria	Essential / Desirable
Qualifications & Training	Bachelor's Degree (BSc/BA Graphic Design or relevant discipline)	D
	5x GCSEs or equivalent grade C and above incl. English and Maths	E
	Relevant professional qualification	D
Experience	Proven track record in graphic design	E
	Delivering great customer service	E
Skills & Knowledge	Strong conceptual skills, including creative design solutions within the constraints of the brief/specs.	E
	The ability to work across several projects at one time and manage own workload	E
	Detail oriented with the ability to prepare files that are print or web ready	E
	Excellent and accurate typography skills	E
	Excellent communication skills, both verbally and written	E
	An understanding of the latest creative and design trends; and keeping up to date with the latest developments in the industry	D

Skills & Knowledge	Up to date knowledge of and excellent skills in Photoshop, Adobe Illustrator & InDesign	D
	Able to work independently	E
	Able to form constructive working relationships with colleagues, clients and other agencies.	E
	Attention to detail and the ability to produce work to a consistently high standard	E
	Organisational skills / Time management / Ability to prioritise and organise own workload/ able to work to deadlines	E
	Able to work flexibly and manage periods of pressure	E
	Experience with After Effects or Premiere Pro	D
	Experience with Monday management software	D
Personal Attributes	Actively practising the Christian faith	D
	Access to a car and possession of a full UK driving licence.	D
	Honesty and integrity	E
	Professional and approachable attitude	E
	Willingness to learn new skills	E
	Reliable	E
	Flexible over working hours according to the needs of the church	E
	Works to high professional standards and promotes these in others.	E
	Willingness to go over and above to get the job done	D

Application process

Please apply in writing, by completing the **application form and submitting a personal statement. Please accompany your application with a portfolio or showreel.**

Please send your application and personal statement to:

Simon Nicoll
Operations Director
Alive Church
Newland
LN1 1XG

Or alternatively by email to simon.nicoll@alivechurch.org.uk

GUIDANCE NOTES FOR APPLICANTS

These notes aim to help you complete your job application form. Please read carefully before you start completing the application form.

Completing your application

We will use the information you provide in your application to decide whether or not you meet the essential requirements listed in the person specification. Please note that if you don't give examples through your application how you meet the criteria, your application will not be taken to the next stage.

The people short-listing will use information from your application and personal statement to determine whether you will be short-listed for interviews for this role. They will focus mainly on the essential criteria listed in the person specification. You should therefore show through your application form and your personal statement how you meet the essential criteria.

Personal Statement

Your application form **must** be accompanied by a personal statement. When writing your personal statement please ensure it is no more than 1000 words and contains the following:

Name of applicant

Role applying for

Knowledge and experience

The knowledge and work experience that you've had – everything that makes you believe you are the right person for the job

Skills and abilities

How do your skills match what we're looking for?

Competencies

Please give real life examples of how you have demonstrated the competencies listed on the Person Specification

Assessments/Interviews

If your application is short-listed, you will be required to attend an interview.

References

We will need two good references.

- Your current employer. If you are unemployed, this will be your most recent employer. *This will be someone senior to you who can assess your work for us, not a colleague or friend at work.*
- A previous employer, or someone with a senior role who can vouch for you.

DBS check

This position will require us to carry out a Disclosure & Barring Service check.

Eligibility to work in the UK

It's against the law for us to take on people who do not have the right to work here. If we offer you a job, we will ask you to prove this to us. We'll send you a list of documents you can use for this.

Data Protection

By law, we have to let you know that we keep the personal information about you that you put in a job application. When you sign and send an application in, we take this to mean that you are giving us permission to keep it, and to use it to get in touch with you, if we find a job we think would suit you in the following six months.

Your views

We're happy to hear from you. We want to improve our recruitment, so please do let us know what you think about the process.

Tips for the interview

If you are successful in being offered an interview then the following information may be of value to you.

- Be yourself - act naturally;
- Try to relax and ask for water if you need it;
- Don't be afraid to take time to gather your thoughts and think of your best example to fit the question before speaking;
- It's OK to ask questions - remember it is a two-way conversation;
- It's also OK to ask the panel to repeat a question, or clarify your understanding for what you are being asked;
- If you are unsure about whether your example is what the panel was looking for, at the end of your response check with the panel that you have answered their questions;
- The panel will be busy taking notes during the interview and may not be able to maintain eye contact with you throughout the interview. Don't let that distract you or put you off. It's their job to get everything down so they have an accurate record you have said in the interview - it does not mean you are giving bad examples.