 /04/2024

**Queen’s Students’ Union Graphic Designer Industry Placement**

**Application Pack**

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| **Post:**  | Placement Student: Graphic Designer |
| **Location:**  | Queen’s University Belfast Students’ Union, One Elmwood  |
| **Responsible to:**  | Students’ Union Marketing Manager   |
| **Number of posts Available:**  | 1  |
| **Start Date:**  | 1st August 2024 |
| **End Date:**  | 30th June 2025 |
| **Commitment:**  | Full time contract – 5 days a week at 37 hours |
| **Pay Range:**  | Salary £23,607 per annum (11 month contract) |

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| **Job Description**  |
| This is an exciting opportunity within the Students’ Union marketing department for a Visual Communications Student to work within a busy, fast-paced environment in a new state of the art Students’ Union. The successful ca ndidate will develop engaging graphic design for the student audience to profile the various opportunities, events, and activities that the Students’ Union offers to the student body.The role will be part of the wider Students’ Union marketing team with mentoring supplied by our full time permanent Graphic Designer, also a graduate from Ulster and the Marketing Manager who previously worked in Mammoth as an Account Director.**MAIN RESPONSIBLITIES** * Develop creative campaigns for key SU activities such as Freshers’ Fair / Students’ Union Elections / SU Volunteer & SU Enterprise programmes
* Design of various required collateral – leaflets, brochures, posters, outdoor and web graphics/ social media graphics /emailers
* Keep up to date and inform the Marketing Department with the latest design/industry trends that may be of relevance to Student Body
* Create Illustrations and Infographics in line with SU brand guidelines
* Complete administrative tasks as and when required which includes but is not limited to responding to emails, attending wider SU staff and Marketing team meetings
* Follow SU Brand Guidelines in all work created

**OTHER DUTIES*** To assist with the preparation of concept presentation for relevant meetings as required.
* To comply with all Students’ Union Operational Procedures.
* To comply with all legal and health and safety legislation.
* Carry out any other duties, which are appropriate to the post, as may be reasonably requested by the supervisor.

**PLANNING AND ORGANISING*** To undertake all relevant training as required.
* The post holder will be required to work closely with the elected student representatives and Students’ Union staff and will be expected to plan and organise accordingly.

They will report to the Marketing Manager but will be required to work with other staff members within the marketing team, and also staff in the wider Students’ Union team. |

**Queen’s Students’ Union Graphic Designer Industry Placement**

– Person Specification

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| **Qualifications**  | **Essential** | **Desirable** |
| Studying a relevant degree / a degree in graphic design |  |  |
| **Experience**  |  |  |
| Relevant work experience and a portfolio of work. This can be evidenced through internships, holiday work or voluntary work. Please supply a link to your digital portfolio.  |  |  |
| **Knowledge and Skills** |  |  |
| Proficient in Adobe Creative Suite |  |  |
| Comprehensive technical knowledge and understanding of the concept of graphic design and associated industry standard software |  |  |
| Excellent design skills with a strong focus on typography, layout and packaging artwork for print |  |  |
| Resourcefulness, ability to take initiative, and to work both independently and as a team  |  |  |
| Excellent problem solving skills and an enthusiasm for learning |  |  |
| Able to manage print related tasks and produce print related marketing material  |  |  |
| Offer new ideas and concepts clearly and effectively |  |  |
| Excellent creative flair, originality and a strong visual sense |  |  |
| High attention to detail, excellent organisation and communication skills |  |  |
| Ability to follow and interpret creative templates and brand guidelines |  |  |
| Flexible and able to take instruction verbally, from project briefs and marked up proofs |  |  |
| Confident personality |  |  |
| **Values/attitudes** |  |  |
| Prepared to commit to the values of the Students’ Union |  |  |
| **Other** |  |  |
| Applicants must be a registered student at Ulster University  |  |  |
| All students for whom English is not their first language must have achieved a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent (evidence to be supplied along with your completed application and equal opportunities forms).  |  |  |

**Queen’s Students’ Union Graphic Designer Industry Placement**

**Personal Details**

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| **Surname**   |   |
| **Forename(s)**   |   |
| **Mobile Phone Number**   |   |
| **Ulster E-mail address**  |   |

**Student Details**

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| **Course Name**    |   |
| **Year of Commencement**    |   |
| **Expected Date of Graduation**   |   |

**Required Checks**

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| **Do you have the right to work in the UK?**  | ☐Yes ☐No   |
| **Will you be a registered Ulster student for the duration of this post (Aug 24 – June 25)?**  | ☐Yes ☐No    |
| **If English is not your first language, have you achieved a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent?** **\*\*You must supply evidence along with your completed application and equal opportunities forms.\*\***  | ☐Yes ☐No ☐N/A   |
| **Do you have any particular requirements to enable you to attend for interview?**  | ☐Yes ☐No  *If YES, please provide details of what will be required:*      |

**Referee Details**

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| **Please give the name and contact details of two people (not relatives), who may be contacted for references in support of your application. One of these persons should be your most recent/present employer or course tutor/teacher. The other person can be a personal referee.**  |
|  **Name**  |   |  **Name**  |   |
|  **Relationship**  |   |  **Relationship**  |   |
|  **Phone Number**  |   |  **Phone Number**  |   |
| **Email Address**  |   |  **Email Address**  |   |

**Experience**

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| --- | --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | Nature of Business | Post Held | Brief description / summary ofmain duties & responsibilities | Employment CommencedMM/YY | Employment FinishedMM/YY | Reason for Leaving(If applicable) |
|  |  |  |  |  |  |  |

Please provide details of previous posts held and indicate any experience you have gained outside of paid employment, for example, volunteering or caring responsibilities. Start with your present or most recent position and work back.

**Other Information**

Taking into consideration the Person Specification for this position, please supply below any other information you wish to be taken into account when your application is being considered.

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**Examples of Previous Work**

Taking into consideration the Person Specification for this position, please supply below any links to any relevant examples of previous work you might wish to support your application (e.g., Your portfolio website / another other examples of your graphic design work. A pdf Portfolio may also be sent alongside this Application Form)

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**Declaration**

I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn, or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.

☐ I have read the [Privacy Notice](https://qubsu.org/media/Media%2C825716%2Cen.pdf) and I consent that my personal details can be stored/used for the purpose of this recruitment exercise.

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| Signed  |   | Date  |   |

**Checklist**

**☐** Completed application form

**☐** Completed equal opportunities form

**☐** Evidence of a minimum pass mark of 7.0 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent (if applicable)

**Your completed forms must be emailed to roisin.morgan@qub.ac.uk by the closing date of**

**10am on Tuesday 7 May 2024**

**Interviews are likely to take place Wednesday 15 May**

**Please Note**
The Students’ Union, in line with the University’s Equality, Diversity and Inclusion Policy, is an equal opportunity employer.