



Job Title:	FE Week Newspaper Designer
Department/Location:	Greenwich, London, SE10
Reports to:	FE Week Managing Editor
Staff Responsibilities:	None
Hours of work:	9am to 6pm, Monday to Friday, with occasional later nights to meet deadlines.
Salary Range:	£20k to 30k (DOE)
Summary of Position: Overall responsibility for the graphic production of the print edition of a weekly newspaper, and other design requirements	

Primary Responsibilities

Overall responsibility for the design and page layout of <i>FE Week</i> (online and in print).	Managing the creative briefs with clients of Lsect and <i>FE Week</i>
Maintenance and development of online presence	Management of digital apprentice including workflow, delegation of jobs and mentoring.
Responsibility for the production of all promotional material including adverts, flyers etc.	Liaising with print suppliers to ensure all related items are produced to a high quality whilst being cost effective.

Personal Specification

	Essential	Desirable
Qualifications & Training	Media and/or Graphic Design based degree	Editorial Design
Experience	Excellent typographic skills, very strong on concept and brand development, and have a great understanding of the web. Experience of all the "Adobe Creative Suite".	Editorial Editing and working on print publications.
Qualities and Attitude	Creativity, persistence, attention to detail, multi-tasking, team worker and able to receive constructive criticism positively.	
Product Knowledge	Excellent Knowledge of: Adobe Creative Suite software, Word Press, general computer software.	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.