



Greener and Cleaner – Multiple roles- Graphic Designer, Web Designer & Web Maintenance - Contractors

JOB TITLE: Graphic Designer and/or Web Design/Maintenance

CLOSING DATE: Tuesday 3rd May

SALARY: £225 per day (ad-hoc basis, expected to be no more than two days in a month and none are guaranteed)

CONTRACT TYPE: Temporary Contractor

SECTION: Charity Support

LOCATION: Working from home with possible meetings at the Greener & Cleaner Hub upstairs in The Glades shopping centre (negotiable).

RESPONSIBLE FOR: Auditing and creating a consistent image for Greener and Cleaner across the website, social media and print materials and/or maintaining content on our website.

ABOUT THE CHARITY:

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

ABOUT THE GRAPHIC DESIGNER ROLE:

Greener and Cleaner (G&C) are looking for a range of freelance graphic designers, web designers etc to work for the charity on a variety of design and presence tasks.

Candidates will have an eye for design and brand awareness. They will ideally have familiarity with Wordpress (on which our website is built) and Canva (where social media support create everyday social media posts) alongside specialist products used. They will support the creation of digital and physical assets to be used across the charity's marketing campaigns and website helping to increase awareness of the work we do and to reach and impact more people. We are happy to hear from individuals with one or more of the skills listed, not all are necessary to apply.

The temporary contractor will be a sole trader or Limited Company outside IR35, on standard G&C terms (with contract allowing for future re-engagement for similar services if both parties are amenable by addition of an additional Schedule of Work).

Please note: The contractor will be subject to a reference and DBS check, in line with Greener and Cleaner's Safer Recruitment policy.

PERSONAL SPEC

- Prior experience within graphic design or website maintenance.
- Ideally a Bromley resident or Bromley based Business (or otherwise a resident or business based in S.E.London)
- Experience with design tools
- Excellent written and verbal communication skills
- Attention to detail and an eye for design
- Brand awareness of Greener and Cleaner and ability to build on this

DUTIES AND RESPONSIBILITIES:

- To create well designed graphics to use across social media, website and any other marketing collateral online or offline;
- Support an audit of the current website and ensure it is fit for purpose; developing it further
- Propose and carry out any website maintenance to ensure a smooth and clear journey for users of the website;
- Building a clear understanding of G&C's mission statement and how to bring that across in graphic design and/or the website; and ensuring all G&C volunteers have a shared sense of our visual brand
- Working closely with the Marketing & Publicity Officer to share content and ensure a consistent image is being used across all platforms;
- Ability to add pages and content to the website as and when required for different projects;

If you think you might be interested and meet our requirements, please send a summary of experience or CV to gcbbjobs@gmail.com to express an interest.