

Graphic Design and Web Development Officer (part-time)

Introduction

80:20 Educating and Acting for a Better World is seeking to appoint a talented part-time Graphic Design and Web Development Officer for an ongoing role (2 days per week).

This role would best suit someone with the requisite experience, an interest in communications for social change and digital learning, a common-sense approach to their work, an ability to work on their own initiative and is a quick learner.

80:20 is a registered charity and a company limited by guarantee. It was established in 1996 and is managed by a committee of 5 people from a variety of backgrounds – education, community work, business, aid and development work etc. 80:20 is a small charity that promotes popular education on human development and human rights through education and action projects, research and partnerships.

Overview

Working with the Co-ordinator, staff and contractors as part of a small team with regard to leading on a diverse portfolio of graphic design, multimedia and website development in the organisation and on the <https://developmenteducation.ie> project in particular.

Graphic Design and Web Development Officer Job Description

| | |
|-----------------------|--|
| Reporting to: | The Co-ordinator |
| Contract: | Part-time |
| Location: | 80:20's office, St Cronan's BNS, Vevay Road, Bray, Co. Wicklow |
| Working hours: | 2 days per week |

Main Duties & Responsibilities:

Graphic Design and Digital Media

- Effectively develops in a clean, well structured, easily maintainable format. Utilises storyboarding and graphic pre-designs where appropriate.
- Creates materials by hand or uses technology and creative software suites to generate illustrations, layouts and designs
- Generates drafts and mock-ups of proposed designs for review and make revisions
- Design booklets, graphics, illustrations, brochures, digital media for a variety of media formats and support digital marketing activities with staff team
- Develop and generate data visualisations, interactive graphics and social media graphics
- Managing design and development projects with external designers, printers and contractors etc.

Web Development

- Responsible for the design and development of web pages, graphics, multimedia, GUIs, CMS and related components
- Maintain website & support, domain, hosting, email & server management and incremental upgrades
- Track and produce analytics reports (and related user experience opportunities)
- User experience design (UX) in user interface and interaction design
- Maintain and upgrade SEO features; integrate e-commerce elements and activities
- Operate effectively as an individual for quick turnaround of changes and adjustments.

- Responsible for meeting expectations and deliverables on time and in high quality.

Digital Media

- Artistic with an eye for design, competent in the production of high-quality digital design assets, enjoy idea generation and demonstrate innovative and strategic thinking in the engagement and visual communications you work on.
- An ability to edit and write compelling and accessible content for target audiences
- Continuously identify and evaluate new opportunities in digital media, digital learning and digital marketing
- Digital media production skillsets, such as videography, sound engineering, photography
- Maintain and support team knowledge on standards and practices via training

Required Skills & Experience:

Essential

- Experience in developing websites with Wordpress and/or web applications.
- Experience with UX/UI in website contexts
- Data-driven and illustrated storytelling skills
- Creativity and a desire to innovate
- Experience with digital media production
- Desktop publishing tools and graphic design software such Adobe Creative Suite
- Attention to detail and excellent numeracy skills.
- Self-starter with an ability to work on own initiative
- Strong communication skills and interpersonal skills.
- Experience of seamless integration of front- to back-end functionality.
- Practical experience in web development (such as HTML, JavaScript, CSS, SQL, Perl etc); in graphics creation with Photoshop, Illustrator, (Adobe Creative Suite) and multimedia creation
- Practical exposure and/or experience with some or all of the following: ASP, PHP, Javascript, HTML, CSS, Java Server Pages and Java, XML, PHP, Oracle, MS SQL Server, ColdFusion Server, CFML, CFScript, IIS, Windows Server environments.
- Knowledge of typography, spatial orientation, the handling and manipulation of images, freehand graphics, and basic design elements
- Knowledge and experience to fulfil artwork in a multi-media platform.
- Desire and willingness to work in a collaborative, flexible and team-oriented environment.

Desirable

- Advanced design and UX web design experience.
- Experience in digital learning projects and interest in potential for games, AR etc.
- Minimum 5 years' experience in a similar role.
- A bachelor's degree in graphic design, web development or related areas

Initial one-year fixed term contract, subject to six-month probation period.

Application

- Please submit your **CV** and **cover letter** outlining why you think you would be suitable for this role with links to **portfolio of recent work** to tony@8020.ie
- **Closing date** for applications is **Friday 30th July 2021**.
- For more information, visit <https://8020.ie> and <https://developmenteducation.ie>