

JOB TITLE	Digital Designer / Illustrator
Contract type:	Fixed Term 30/09/2022
Salary:	£23,463 - £25,488 per annum (pro-rata where applicable)

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

The purpose of the post is to create innovative, age appropriate, fit for purpose resources to support the needs of both the WJEC and Eduqas specifications. Transforming storyboards into media-rich interactive experiences across a range of platforms.

The person:

To thrive in this role, you'll be organised and be able to maintain a high attention to detail when working on several tasks simultaneously. The successful candidate will be confident working on their own initiative, but equally confident working with others, in support of team projects.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme. Whilst there will be times when you are required to work on-site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 07 December 2021

JOB DESCRIPTION

Job title	Digital Designer/Illustrator
Department:	Chief Executive
Section:	Education Resources
Responsible to:	Digital Learning Package Manager
Grade:	5
Location:	WJEC Office, Western Avenue, Cardiff
Main purpose of Job:	

To create innovative, age appropriate, fit for purpose resources to support the needs of both the WJEC and Eduqas specifications.

To support the Digital Learning Package Managers in following defined working processes so that work flow is streamlined and productivity is enhanced.

To work effectively as part of a team to produce resources in a timely manner.

Principal Duties and Responsibilities:

- Support the Digital Learning Package Managers in the delivery of projects.
- Transform storyboards into media-rich interactive experiences across a range of platforms.
- Work to key milestones set by the Digital Learning Package Managers and when required make them aware of risks to tolerances set.
- Develop well documented, reusable, and scalable code for use across a range of platforms.
- Maintain a skill set consistent with current and upcoming technologies.
- Share knowledge and experience across the team.
- Work with other stakeholders including Subject Officers involved in the creation of learning materials.
- Be aware of the latest advancements in cross platform development and how their application can support, develop and enhance good classroom practice.
- Under the supervision of the Digital Learning Package Manager manage a small work package that doesn't require input from other team members.
- To co-work with another Digital Learning Producers on a small work package under the guidance of the Digital Learning Package Manager.
- Any other tasks commensurate with the grade

Person Specification

Job title:	Digital Designer/Illustrator
Department:	Qualifications and Educational Support

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Good experience of Graphic design and illustration
- In-depth knowledge of Adobe software packages, Photoshop, Illustrator and InDesign
- In-depth knowledge of designing digital and print
- Interest in UX/UI design
- Understanding of web design techniques
- Able to keep abreast of current techniques and practices for design and illustration
- Have an interest in education and training
- Self-motivated and enthusiastic
- Creative, innovative and able to solve problems as they arise
- Flexible in approach and willing to learn
- Able to collaborate on projects with others in the team
- Able to complete a project from start to finish independently as well as part of a team
- Clear communicator with excellent people skills
- Organised and able to work to deadlines
- Have attention to detail

Desirable

- Ability to communicate through the medium of Welsh or willingness to learn

Knowledge

Desirable

- Knowledge and experience of ICT developments and their implications for curriculum development

Experience

Highly desirable

Proven experience of the following technologies to create modern digital learning resources:

- Adobe Suite (Illustrator/Photoshop/InDesign/Premier Pro) to create visual assets
- Graphic design skills to create templates and mock-ups
- Video/Sound/Animation editing technology
- Experience in a web development environment

Desirable

- Experience in the creation of digital learning materials
- HTML5 and CSS3
- Knowledge of modern frontend frameworks
- GIT distributed version control systems

Training / Qualifications

Highly desirable

- Educated to HND/HNC level in a relevant subject

Desirable

- Relevant Degree

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service**

Teitl y Swydd:
Job Title: Digital Designer/Illustrator

Cyflog:
Salary: £23,463 - £25,488

Gradd:
Grade: 5

Gwyliau Blynnyddol: 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

Annual Leave: 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

Pensiwn: Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

Pension: The provision of the Local Government Superannuation Act apply

Math o Gytundeb:**Contract Type:**

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos
No of hrs per week

Diwedd y Tymor
End of Term

30/09/2022

Diwedd y Tymor
End of Term

Nifer yr oriau yr wythnos
No of hrs per week

Dull Ymgeisio:**Method of Application:**

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 07 Rhagfyr 2021

Completed forms should be sent by email to hr@wjec.co.uk by 07 December 2021