



Foundation Office

For the Whole of Their Life

Job Description

Position title:	Visual Content Creator
School / Entity:	Foundation Office
Reports to:	Communications Manager
Direct reports:	None
Award:	Support and Operational Staff - MEA
Classification:	TBC
Date created / revised	8 th March 2022

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

What's it like working in the Foundation Office?

Our structure at St Philip's Christian College is unique in that we have a Foundation Office which provides support to our network of schools. The Foundation Office is responsible for the provision of services including leadership support, educational consultation, professional development, staff collaboration, human resources, finance, building services, risk management, information and communication technology and marketing communications.

The Foundation Office is a tight-knit team focussed on integrating the organisation's core values into everything that we do.

The Foundation Office exists to:

- Ensure the organisation remains true to its Christian Mission
- Ensure that all activity and endeavours result in better outcomes for our students
- Pursue growth opportunities
- To facilitate the efficient functioning of the schools



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What's the focus of this position?

We are seeking a highly motivated and experienced **Visual Content Creator** to use their creative skills to produce high quality and engaging print and digital content for the St Philip's Foundation Office.

You will be an agile and flexible person able to work autonomously and as part of a team, capable of prioritising projects and able to adapt to an evolving fast-paced work environment. You will have a demonstrated ability to liaise with key stakeholders to identify new resources and content required that align with SPCEF's strategic objectives and promotes our brand. To succeed in this role, you will be self-motivated, have a can-do attitude and a genuine commitment to the core values of St Philip's Christian Education Foundation.

What you'll be doing:

Key elements of this role include (but not limited to):

- Create engaging image and video content for use across all SPCEF's communications, media and marketing activities.
- Create designs for print and digital collateral to maximise the impact of the SPCEF brand.
- Produce and edit still photography and video content.
- Establish and maintain productive relationships with a range of key stakeholders, colleagues, and internal staff at all levels.

The essentials you'll need:

- A committed Christian, who is a practicing member of a local Christian church
- Qualifications and/or relevant experience in visual design.
- Experience in using relevant software to produce print and digital collateral including advanced proficiency in Adobe Creative Suite with expertise in InDesign, Illustrator and Photoshop.
- Competency in using Microsoft Office Suite
- Strong capability in graphic design, online design, and video production for an online environment.
- Strong knowledge of brand development and the outworking of brand style guides.
- High level oral, written and interpersonal communication skills.
- Ability to follow internal stakeholder briefs while ensuring all key messages and design complies with the SPCEF brand.
- Excellent organisational skills with the ability to prioritise tasks to meet deadlines.
- Current driver's licence and use of own car.
- A valid Working with Children's Check Clearance.

Other valuable skills you may have:

- Sound editing
- Experience in an Educational or Not-for-profit environment

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.



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I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	