

Job Profile

OVERVIEW:

Job Title:	Graphic Designer
Grade:	FC4
Department:	Marketing Communications and Sales
Section:	Sales and Commercial Development
Location:	Main Base Music Institute – Travel required to other locations
Reports to:	Brand and Creative Lead
Responsible for:	N/A

ABOUT THE ROLE:

Bring Your Creativity to Life Across Fife!

Turn ideas into visuals that inspire, engage and leave a lasting impression. This isn't just a design role - it's an opportunity to shape how Fife Sports and Leisure Trust looks, feels and communicates across every interaction.

With 14 venues across Fife and a diverse mix of customers, colleagues and partners, you'll play a key role in creating visual communications that connect people to our services, our values and our communities.

You'll bring our brand and activities to life through:

- Bold, eye-catching graphics and layouts for digital screens, social media, websites, newsletters, campaigns and print
- Creative visuals, illustrations, photography and image editing
- Clear, engaging visual assets for presentations and internal communications
- Designs that are inclusive, welcoming and accessible — reflecting real people and real experiences

Collaboration will be at the heart of your work. You'll partner with teams across the organisation to translate ideas, goals and stories into visuals that look great and make an impact.

What Makes This Role Special

This is a space to think, explore, experiment and create. One day you might design a campaign encouraging families to get active; the next, you could be crafting visuals that celebrate a customer's journey.

No two days are the same — and that's exactly what makes this role exciting.

What's in it for you?

- A competitive salary and fantastic benefits including:
- A generous Local Government Pension Scheme
- 33 days holiday, increasing to 38 over time
- Non-core payments for non-standard hours
- Family-friendly policies
- And of course... a free fitness membership for you to enjoy in any of our 14 venues!
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Please visit our career page to review our full benefits offering - [Salary & Benefits - Fife Sports and Leisure Trust](#)

Join us and be part of something bigger and help Fife's communities thrive while building a career in an exciting, hands-on environment.

YOUR IMPACT

1. To provide original design creative's for a wide range of activities undertaken by Fife Sports and Leisure Trust. This includes a variety of targeted activities and audiences ranging from pre-school children to older adults and people with special needs.
2. To think creatively to produce new ideas and concepts to develop a wide range of promotional campaigns including brochures, leaflets, posters and advertisements within the media.
3. To develop and enhance the layout and visual appearance of a high-volume, customer-facing website and associated mini sites.
4. To publish and maintain communications on social media sites e.g. Facebook etc.
5. To liaise with staff at all levels within Fife Sports and Leisure Trust to interpret the objectives prior to preparation of material, to establish audiences, concept, desired layouts within the constraints of cost and time and other aspects of a brief.
6. To liaise with external agencies in the production of printed material ensuring the work is delivered on budget and within agreed timescales
7. To develop and use computer manipulation techniques on a wide range of base material, including photographs, to provide correction, image enhancement and as necessary, image creation.
8. To assist in maintaining a library of photographic images and videography
9. To assist in maintaining an administrative system to ensure that records of work and materials can be accessed quickly and efficiently.
10. To gather inbox activity statistics from website and report them to Brand and Creative Lead
11. This job description indicates the main responsibilities of the post and is not an exhaustive statement. It will be subject to review and may be amended from time to time.

OTHER IMPACT:

WHAT YOU WILL BRING:

Skills, Knowledge, Qualifications and Experience	E	D
Competent in the use of Graphic Design packages including Dreamweaver, Photoshop, InDesign, Illustrator	E	
Degree in Graphic Design or HNC/HND in Graphic Design or equivalent	E	
Proven artistic flair	E	
Qualification in web-design.		D
Understanding of HTML and CSS.		D D
Experience of web design	E	
Ability to keep up to date with advances in technology.		D
Knowledge of Microsoft Office packages		D
Experience of design and print processes.		
Ability to work as part of a team.	E	
Ability to meet strict deadlines and work to tight timescales.	E	
Excellent oral and written skills.	E	
Ability to work under pressure.	E	
Ability to work with minimum supervision.	E	
Awareness of Fife Sports and Leisure Trust's business needs.	E	
Accepting telephone calls.	E	
Relate well to staff.		D
Positive attitude.		D
Ability to listen and understand		
Ability to adapt		D
Ability to provide regular and effective service.	E	

E = Essential Criteria D = Desirable Criteria

APPOINTMENT CONDITIONS:

***people are at the
heart
of all we do...***