heylo

Graphic Designer

Fixed term contract

Role Profile & Person Specification.

ResiManagement Ltd (providing services to the Heylo Housing Group Ltd, Heylo Housing Registered Provider and subsidiaries)

Job Title:	Graphic Designer
Department:	Marketing & Communications
Location	Leeds
Reporting to:	Design & Brand Lead (secondary reporting to Director of Marketing & Communications)

Role Purpose

You'll be working with our Lead Graphic Designer in delivering the pipeline of internal and external marketing and communications assets that includes website design and build, email campaign creation and production, production of presentation decks and reports, print advertisements and social media advertising – to name but a few! Given the nature of our business, this role includes design and production of assets that are both B2B and B2C. The Graphic Design team sit within our established Marketing & Communications team, and as part of that team you'll gain key knowledge and experience of marketing strategies – from launching new brands to running brand audits on existing ones, this a great opportunity to be part of a dynamic and engaged team.

Key Responsibilities and Accountabilities

- Ideally a Degree or Higher Education based in Graphic Design with a two+ years experience as a Graphic Designer
- If your Higher Education / Degree is not related to Graphic Design you must have proven work experience of working in a Graphic Design role
- Proficiency with Adobe Creative Suite and Microsoft Office Suite, including MS PowerPoint
- Experience using generative AI tools
- Be able to multi-task different projects at one time (ideally using project management application) and be able to estimate time on projects at time of brief
- Be available to work in our Leeds office for a minimum of 4-days a week.
- Be willing to take regular training on company compliance initiatives
- Experience of working in the property or financial service sector would be a bonus but not essential
- Experience Zoho or other CRM systems is an advantage

Person Specification Capabilities and Experience

The candidate will have:

- Excellent attention to detail & accuracy
- A portfolio that shows an ability to work across both brand and digital projects
- A desire to be challenged and learn from others.
- A naturally curious and collaborative mindset
- Good understanding of typography and layout.
- Capable of being flexible and reacting to change.
- Good organisational skills
- Proactive attitude
- Excellent communication skills in both written and spoken English
- Ability to take direction and feedback

The candidate will be able to:

- Work closely and collaborate with the wider team
- Keep up to date with the latest design and social trends.
- Ability to meet deadlines efficiently
- Work to brand guidelines
- Listen to feedback and use it to improve

Standard Responsibilities

- Adopt and comply with Heylo values, policies and procedures, and regulatory frameworks.

No role profile can cover every issue that may arise within the post at various times.

The postholder is expected to carry out other duties from time to time, which are broadly consistent with those described. Duties may be changed, after discussion, to suit the operational requirements of heylo.

Organisational Competencies

We want to make Heylo a great place to work and a great organisation that really delivers for its customers. Our values guide how we work, every day. Everyone within the organisation is expected to demonstrate the following:

Innovation - We will always be striving to improve the quality of our execution to improve our service to our customers and our returns for our business.

Results focused - We enjoy providing affordable housing for highly satisfied customers leading to dynamic growth and sustainable profitability for our business.

Collaboration - We work together as a team and communicate effectively with our partners, customers and stakeholders.

Integrity - We will act with honesty and aim to meet the highest ethical standards in our dealings with our colleagues, customers and stakeholders and in full compliance with our regulatory obligations.

Respect - We support each other and value the contribution and ideas of others.

Salary and Benefits

Salary: £28,000-£30,000 pro rata (depending on experience)

Hours of work: This is a six month full time contract, with the expectation of it being extended. Full-time 39 hours per week with the ability to work up to 60 days pro rata a year home working. In this role, we expect there to be a degree of travel and flexibility, with some evening and weekend working as necessary.

Holiday: 25 days a year pro rata plus English Bank Holidays

For full details of the benefits we offer, see here

Who are Heylo?

Our Purpose - Heylo helps aspiring homeowners and renters find a place to call home

Our Mission - Passion for the highest quality service to more and more customers, dedication to working in partnership with housing suppliers successfully and commitment to acting with integrity

Our Vision - To be a leading privately owned residential provider in the UK with a reputation as the most respected and customer-centric

Additional information

The employer is ResiManagement Ltd. ResiManagement Ltd provide management services to the Heylo Housing Group Ltd



Heylo Housing Group Limited

Find out more about Heylo:
heylohousing.com

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