Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Design and Web Officer**

*Salary in the range (E2): £32,883 - £38,724 per annum*

This new role comes at an exciting time for SFC as we are working to implement the recommendations of our recent change programme. The post has been created in accord with our aspirations to make the maximum use of design and our website to highlight and drive our communications with external and internal stakeholders.

We are looking for a web designer to oversee and manage the design and production of all SFC communications deliverables including publications, infographics, video/animation and web design, but with the knowledge and ability to provide assistance in the maintenance and development of our website and intranet.

Qualified to at least SCQF Level 9 (Degree) or equivalent level experience, with advanced level working knowledge of design packages including InDesign, PhotoShop and Illustrator as well as a working knowledge of good practice in web design (with experience of applying accessibility standards and developing web architecture), you must demonstrate a strong design portfolio with equally strong brand and production management skills/experience. Highly organised, proactive and responsive to competing priorities and short deadlines, with good strategic forward planning skills, you should have an understanding of a wide range of communication channels and how to deploy them to effectively meet business objectives. Strong interpersonal skills are essential as is the ability to work both as part of a small team and alone using your initiative. Some experience of using web tools with an understanding of HTML, CSS and familiarity with web content management systems is desirable, however training will be provided as necessary.

SFC is a friendly, welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from candidates with disabilities and those from minority ethnic communities are encouraged.
This role is normally based in our Edinburgh office near Haymarket station. SFC staff are currently working from home for the time being due to the pandemic. In due course we will return to making greater use of our office again (subject to current government and health advice), but there will be some flexibility for home-based working.

We do not accept CVs, therefore please apply by submitting an SFC application form along with relevant examples from your portfolio (which we would discuss with you in more depth as part of the interview process). If you do not have electronic links to examples of your work, please provide PDFs. Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 12 noon on Monday 29 November 2021. It is intended that remote interviews will take place between 9 and 14 December.

*Committed to equality of opportunity*