

Summer 2026

Graphic Designer

The role

BRF Ministries is a Christian charity that resources people for all ages and stages of their discipleship journey. We are the home of Anna Chaplaincy, BRF Resources, Messy Church, and Parenting for Faith. This role will mostly work on books, subscription materials, and other resources for the BRF Resources ministry.

Main purpose: To provide graphic design services for the BRF Resources ministry and across the organisation.

Reporting to: Publishing & Resources Team Lead

Direct reports: None

Location: Hybrid/Remote

Hours: Part-time (22.5 hours per week, 0.6 FTE)

Main areas of responsibility

- Design covers and lay out inside pages for books and subscription resources.
- Create ePub files and PDF downloads.
- Check projects before sign-off, create print-ready files, and check printer proofs.
- Rework files for reprint.
- Provide designs and graphics for ad-hoc internal and external requests.
- Source and purchase photographic images, agreeing licence details and costings.
- Commission illustrators, agreeing fees and checking that artwork fulfils the brief.
- Develop, document, and maintain BRF Ministries and ministry visual brands.
- Provide web, email, and social media design input as required.
- Regular archiving and filing.
- Provide cover for other design colleagues where needed.
- Undertake any other tasks required to ensure the efficient operation of the organisation.

Skills and experience

Essential

- Degree or equivalent qualification in graphic design (or similar)
- Experience of producing creative materials
- Knowledge of Adobe Creative Suite (InDesign; Photoshop; Illustrator, etc.)

- Good working knowledge of Microsoft Word, PowerPoint, and Excel
- Excellent design skills and an eye for layout with strong attention to detail
- Understanding of the importance of brand and ability to give visual coherence to each project
- Excellent written and verbal communication skills
- High levels of organisation and ability to prioritise a varied workload
- Flexibility and ability to work well under pressure to meet deadlines
- Ability to collaborate with a variety of stakeholders to achieve the best result
- A positive, can-do attitude, willing to 'chip in' to get the job done
- Ability to work undirected at times and to use initiative
- Strong commitment to the aims of the organisation

Desirable

- Knowledge and experience of creating accessible ePubs
- Experience of creating covers and laying out books
- Typographic skills and familiarity with formatting text using InDesign styles
- Knowledge of copyright
- Experience of picture research
- Understanding of web design principles

Please note: this role has an Occupational Requirement for a Christian faith, in line with BRF Ministries vision and values.

We welcome applicants from all backgrounds and communities, particularly those that are underrepresented within our staff team. This includes, but is not limited to, people from Black, Asian and other ethnic groups.

To apply, please send a current CV (2 pages max) and complete the application form and return to peopleadmin@brf.org.uk before midnight on 29 August 2026.

By applying for this role, you agree to BRF Ministries processing your personal data supplied in your application for the purpose of recruitment and selection. For further details regarding how BRF Ministries processes personal data, please visit brf.org.uk/privacy-policy.

Closing date: 29 August 2026 at 23:59. Shortlisting will occur on a rolling basis. Interviews will be scheduled for the week beginning 13 and 20 September 2026. The position may be closed early if a suitable candidate is found however, so apply early if you are interested in the role.