

Design

This document is designed to give the officers and coordinator an insight into what the position involves. It underlines the summary, duties and responsibilities of the position.

Design Officer

Position Summary

The Design Officers are responsible for creating a variety of designs for all digital and non-digital platforms. Officers will additionally work towards researching and documenting data, information and practices. Furthermore, Officers will execute tasks and directives at the request of the Coordinator.

Role & Responsibilities

- To create multiple formats of visual content and digital designs at the request of the coordinator complying with all design requirements
- Designing and developing material for various online and offline platforms with exceptional judgement and attention to detail
- Develop and maintain ongoing designs for our social media channels such as posts, stories and reels
- Edit photos and videos for design requirements

Generic role & responsibilities such as:

- Execute all tasks and directives of the coordinator
- Engage in consistent communication through various channels
- Collaborate as a team and provide constructive feedback to ensure efficiency and productivity in all designs
- Attend team meetings, engaging and participating in all agenda items
- Regular use of department calendar/s and meeting sheets
- Stay responsive to news and events to initiate and guide designs
- Explore creative ways to enhance designs and add value to Youth Nexus through creative means
- Contribute to the development of YN's design strategy and practices
- To ensure the standards and principles set by Youth Nexus are adhered to in all design related works

Design Coordinator

Position Summary

The Design Coordinator is responsible for leading, guiding and managing Officers with all tasks. The Coordinator is responsible for the research and documentation of data, information and practices. Furthermore, the Coordinator will support and communicate with the Officers at all times.

Role & Responsibilities

Generic role & responsibilities such as:

- Lead team duties and responsibilities, ensuring they are met and fulfilled
- Delegate and escalate tasks
- Oversee the implementation and progress of all items, tasks and strategies in all areas
- Ensure achievement of all goals and tasks
- Confirm team members are always guided and supported
- Encourage effective teamwork
- Ensure all team members have access to relevant documents and files
- Chair team meetings and regularly update meeting sheets
- Oversee and update calendar/s and meetings sheets
- Liaise and consult with design officers for appropriate actions
- Effectively communicate between the President, the Youth Advisory Committee (YAC) and design officers
- Attend YAC meetings, engaging and participating in all agenda items
- Explore and formulate new and creative ideas and strategies
- Provide analytics to inform design updates
- Ensure documentation and data is recorded on a regular basis
- Attend individual meetings with the President when necessary

Together with the Design Officers:

- Contribute to the development of YN's design strategy and practices
- Identify and assess potential opportunities for Youth Nexus to utilise visual designs to increase the scope and quality of the organisation through making appropriate recommendations
- Research, analyse, document and report design trends, practices and procedures to improve and guide designs
- Develop, propose and implement design guidelines, procedures, templates, tools, practices, standards and reporting