

JOB DESCRIPTION

Lead Graphic Designer

Purpose	
To create excellent visual content to support and further the vision of Heart Church.	
Key Tasks and Responsibilities	
1.	To create visuals for Heart Church services and events (e.g. Vision Sunday, Christmas, Easter, Mother's Day, Father's Day etc.).
2.	To create print graphics to support events and ministries (e.g. flyers, magazines, booklets etc.).
3.	Support the Heart Church ministries by providing graphics as requested.
4.	Oversee the development of volunteer Graphic Designers by • Providing support, feedback and training • Supporting the management of their workload on a day-to-day basis
5.	Work as part of the wider Creative Team in planning the creative elements for events.
6.	Work as part of the Heart Church staff team and assist with other activities as required.
Financial Authorities	
N/A	
Reporting Line	
Media & Performing Arts Manager	

November 2025