



Job title	Design Administrator
Location	Full-time office-based at Christian Focus Headquarters in Easter Ross (IV20 1TW). Remote working arrangements not available at present.
Salary	Negotiable within the constraints of a ministry opportunity
Closing Date	Friday 11 th July 2025

Job Description

Reporting to	Director of Publishing
Main purpose of job	With approximately 45-50 adult titles and 20-25 children's titles produced each year, the core of the job is to co-ordinate with a range of designers and authors to ensure that attractive and creative covers are produced in a timely manner.
Key tasks .	<ul style="list-style-type: none">• Involvement in all aspects of the design output of our activities, ensuring they align with the ethos of Christian Focus.• Co-ordination of the design of attractive and engaging marketing materials, websites and book interiors.• Assisting with the creation of digital assets as required.• Choosing and communicating with illustrators, in co-operation with the Children's Editor.• Ensuring that your work and the work of freelancers who you are expected to manage, is delivered on schedule and meets all design requirements• Attending occasional conferences on behalf of Christian Focus <p>This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.</p>
Responsible for (staff/equipment)	Freelance staff

Person Specification

Essential	<ul style="list-style-type: none">• Familiarity with all social media channels, driving consistent messaging through campaigns• A good understanding of page composition, colour and typesetting.• Highly developed communication skills• Strong organisational skills• Ability to work both independently and as part of a team
Preferable	<ul style="list-style-type: none">• Some proficiency in Adobe Creative Suite, especially Illustrator, Photoshop and InDesign.
Other	<ul style="list-style-type: none">• There is an Occupational Requirement that the post holder should have a genuine and active Christian faith and church commitment• Due to the rural location of the office, a full driving licence would be beneficial