



Dear Applicant,

I am delighted you are considering applying for the role of Design Officer at Future of Ghana.

The Design Officer is an exciting new role which will support in ensuring our brand continues to be innovative and creative in both delivery and outlook.

All our roles are voluntary with great benefits, please continue to read on to learn more about our organisation and this role to see if it's right for you.

Kind regards

Ben Anim-Antwi

Chief Operating Officer (COO)



WHO WE ARE:

Future of Ghana is a value driven organisation focused on building legacy. From our Board of Trustees to our volunteers, we believe the mobilisation of knowledge, skills and resources of Ghanaians at home and abroad play a pivotal role in the economic empowerment and job creation of young people and communities in Ghana. We aim to be an exemplary organisation in how we support nation building through our FOG Pillars and work with & advocate for young people.

OUR VISION:

Young Ghanaians globally uniting to drive positive change in Ghana, through innovation & collaboration

OUR MISSION:

To create platforms for young Ghanaians at home and abroad to connect, share skills and knowledge to impact Ghana's development

OUR VALUES:

- **INNOVATION:** We embrace new ideas, creative thinking and new technology in all of our work.
- **EXCELLENCE:** In everything we do, we strive for excellence to be our average.
- **Connecting GENERATIONS:** We seek to learn from and connect with the generations that have come before us and those to come
- **INTEGRITY:** We aim to be open, transparent and honest in how we operate, steward our resources and deliver our services
- **Building COMMUNITIES:** We build and empower communities through programmes and events; in collaboration with partners, funders and sponsors



WHAT WE DO - Our Pillars

Volunteering: We connect Ghanaians abroad with opportunities to collaborate with Ghanaians at home. We do this in two ways, facilitating short-term community-based volunteering and via skilled volunteering; matching Ghanaian professionals with specific needs, industries and organisations in Ghana

Livelihoods: In collaboration with Ghana-based partners, we deliver projects focused on entrepreneurship and job creation to empower economically marginalised young people and communities in Ghana

Community: We provide platforms that connect and empower the second & third generation UK based Ghanaian community to access credible information, advice and opportunities

Advocacy: We engage with and provide a voice for young people within our community and beyond so we can take intentional steps to ensure their voice helps influence decision makers in developing, amending and implementing policies in Ghana and our countries of operation

Alumni: We recognise and celebrate annual cohorts of Ghana's most promising, high performing global Top 30 Under 30 talent. We provide capacity building support for Alumni and connect them through digital platforms, events and projects

**Role profile:**

Role title	Design Officer
Department/Team	Creative Team
Reporting to	Creative Director
Tenure	Voluntary basis indefinite <i>(including a 3 months probation period)</i>

Purpose of role: To support the Creative Director in the design of all content across FOG initiatives, events and programmes and take ownership of content ideas.

Main responsibilities:

1. Supporting FOG team members with design requests
2. Responsible for internal artwork sign-off procedure and version control
3. Taking ownership and responsibility for print ready artwork files and web digital output files
4. Displaying exceptional attention to detail, grid obsessed and meticulous with filing and outputting files

Skills, experience and qualities needed:

- Analytical skills
- Retouching skills would be advantageous
- Have an interest in Ghana's development
- Good judgment and decision-making skills
- Ability to identify opportunities for improvement
- Strong communication skills, internally and externally
- Full understanding and technical knowledge of Adobe CC packages
- Ability to stay cool under pressure with tight deadlines in a busy environment
- Able to speak technically and professionally with colleagues about artwork/creative concepts
- Bring an experienced pragmatic approach to projects and have the ability to clearly communicate best practice with peers and clients alike
- Professional creative experience delivering artwork across a broad range of deliverables including branding, print, publishing and digital
- Preferable experience of delivering a brief from start to finish, producing creative ideas from concept through to design mockups and artwork to production ready standards

**Support offered:**

- 1:1 catch ups
- Advice and guidance
- Regular team conference call meetings

Benefits:

- Access to exclusive events
- Reference letter on request
- Invitation to team social meet-ups
- Exposure to Future of Ghana external networks
- Personal and professional development support

How to apply:

Please send a cover letter and a copy of your CV to info@futureofghana.com explaining why you would like to join the FOG team and what skills and experience you can bring to the role.