BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION
Position: Digital Design Officer
Team: Knowledge for Policy (K4P)
Reports to: Lead, Knowledge Uptake and Communications
Based in: The Hague, Netherlands
Start Date: March, 2021

ABOUT THE BERNARD VAN LEER FOUNDATION
The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

THE POSITION
The Bernard van Leer Foundation is seeking a creative, and multi-talented visual communicator to support our knowledge uptake and dissemination efforts. This position provides an opportunity to use design to support the Foundation’s mission of creating a better world for babies and their caregivers. The ideal candidate excels at translating thought-provoking ideas and complex themes into compelling, intuitive and relatable graphics. She or he will have exceptional visual storytelling skills, a knack for layout design and comfort with video material and motion graphics.

PRINCIPAL RESPONSIBILITIES AND TASKS
You will support the Foundation’s work through visual digital communications including creating intuitive infographics, polished presentations, eye-catching reports and materials. More specifically, in this role you will be responsible for:

Visual Storytelling and communications
• Create compelling and intuitive infographics and data visualizations for our policy briefs, knowledge products and social media
• Increase the creativity and impact of our work and advocacy efforts through the use of images, illustrations and motion graphics like gifs and short videos
• Build and manage a robust image library and expand it to include multi-media material
• Further opportunities to bring your own ideas to strengthen the Foundation’s work on knowledge uptake and dissemination.

Digital Design, Layout and Editing
• Layout and production for publications and materials (reports, flyers, etc)
• Create, design and adapt publications and materials, including reports, brochures, and event agendas/programmes in line with organizational branding.

Presentation support
• Maintain, update and create slide decks for external presentations
• Work with the K4P team to create and visualize new ways to present ideas and themes to different audiences and stakeholders including politicians, practitioners, planners, and policy makers.

PROFESSIONAL CONTACTS
• **Inside the Foundation:** Reports to Lead, Knowledge Uptake and Communications. Knowledge for Policy Director, K4P and Programme Team, and Management Team.
• **Outside the Foundation:** Media partners, design agencies, creative freelancers.

QUALIFICATIONS, SKILLS AND COMPETENCIES
• Bachelor’s degree or equivalent in graphic design, art, design or a related field (preferred)
• A strong portfolio showcasing artwork, graphic design and infographics
• Experience working in a small, cross-sectional and dynamic team
• Creative storytelling through visuals: able to think creatively and produce compelling visual materials; ability to translate dense concepts into concise, legible, compelling infographics
• Listening: able to quickly absorb ideas and information, ask questions to seek clarity and confirm comprehension, and transform concepts into visual products
• Attention to detail: sharp eye for consistency and accuracy in layout, producing error-free documents through multiple rounds of revision
• Strong time management: able to juggle competing priorities with 100% follow-through in a fast-paced work environment, occasionally delivering on short timelines
• Collaborative spirit: willing to work closely with other team members on diverse projects.
Skills

- Proficient with Adobe Creative Suite, MS PowerPoint and WordPress as well as knowledge of other collaborative media and design platforms
- Experience with both print and digital media
- Experience with motion graphics, moving images and video editing software
- Experience with web-design is a plus
- Experience with UX/UI is a plus
- Previous experience or interest in topics related to the Foundation’s work including early childhood, urban design and/or social change is desirable
- Proficiency in English is required for this role.

Organisational competencies:

- Teamwork
- Learning ability
- Result driven

Job specific competencies:

- Creativity
- Listening
- Initiative
- Quality Orientation

APPLICATION

Please send your resume, samples of your previous work or a portfolio and a motivational letter in English to ddofficer_vacancy@bvleerf.nl before 28 February 2021.