**ROLE DESCRIPTION – DESIGN LEAD**

**ROLE TITLE:** Design Lead

**CONTRACT –** 12 month Contract – Part Time 22.5 hours per week (3 Days)

**SALARY** - £22,500

1. **MAIN PURPOSE OF ROLE**

To challenge Members in the Designs in Mind studio to create ambitious, experimental and high-quality design.

Design Leads are directly responsible for the quality, creativity and delivery of the external projects of the Studio Artist Team.

To drive product development for Designs in Mind in wholesale retail, development of trade partnerships and bespoke design commissions.

1. **POSITION AND SUPPORT IN ORGANISATION**

**Accountable to:** CEO

**Accountable for:** Research & Development of designs for Designs in Mind product collections. Retail and design trend forecasting. Liaising with external partners, developing relationships.

**Liaises with:** CEO, Studio Artist Team and Volunteers

**Operates:** Within the Studio Artists Team at Designs in Mind

1. **KEY RESPONSIBILITIES**

**Product Development**

* To make creative decisions about designs and products that represent the Designs in Mind brand and partner buying choices
* To engage and support digital design volunteers
* Leads the selection, refinement and production of digital designs/collections.
* To manage deadlines and timescales for development, manufacturing and sales- keeping up to date with retail trends and sales cycles

**Design Collaborations/Wholesale**

* Responsible for research and establish arthouse partnerships and to maintain communication to arising opportunities
* Development of design portfolio with a minimum of three new collections per year
* To ensure the Designs in Mind website is up to date and represents our brand.

**Studio Facilitation**

* To assist and lead workshops in a range of making and design skills that will contribute to portfolio and product development
* To offer critical advice and different perspectives to challenge work that is created and support people to develop.
* To work closely with the Artists Studio Team to ensure the smooth running of the studio
* To support members of Designs in Mind to access and use the Listen and Connect Team

**Other responsibilities**

* Mentor art/design volunteers when the need arises and help set and achieve satisfying project goals.
* Stay up to date with new technologies, industry and design trends and demonstrate a passion for learning
* Strong knowledge of design process and project management
* Great communication skills
* A passion for design and people
* Demonstrate an understanding and acceptance of the Studio principles,  
  Designs in Mind values, and policies and procedures.
* Any other reasonable requests
* To be a key holder

1. **TRAINING**

* Completion of Safeguarding Level 1 Training (online)
* Completion of Mental Health First Aid Training (online)
* Other training offered at Designs in Mind
* H&S Level 1/ Resilience/ Diversity/
* Attendance at 6 monthly half day training with Samaritans
* Attendance at 6 monthly safeguarding and scenarios training

In addition, you are able to attend regular team meetings, and you are invited to come to company away days on an ad-hoc basis.

**5. LOCATION, TRAVEL & EXPENSES**

* Based at the Designs in Mind Studio
* All travel expense in relation to the role can be reimbursed outside of travel to and from the studio.

UPDATED 2/08/22