



Forward thinking
Straight talking

Proposals Designer

JOB SPECIFICATION

Gateley /

POSITION:	Proposals Designer
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

We are seeking to hire two Proposals Designer to join our growing Marketing team.

The Proposal Designer role will support the design, production, and management of new business collateral across Gateley. The role is critical to supporting our sales and business development activities by delivering creative, on-brand proposals efficiently within agreed SLAs.

The individual will sit with our New Business team and will report to the Senior New Business Managers, collaborating with our Group Design team.

Responsibilities include:

- Designing creative and innovative business development collateral (online and offline materials and content) which is effective in communicating our proposition with our clients, targets and wider stakeholders.
- Providing bid design support for the New Business team in the production of high-quality pitch materials for client and prospect pitches.
- Managing and maintaining our central library of business development artwork, video templates and associated print and digital assets, including version control.
- Proposing new ways of presenting business development materials.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

With 60 people within our Marketing and Front of House teams, we support on all aspects of marketing and business development across Gateley including internal and external communications, bids and sales, client development, events, digital and marketing projects.

Winners of the 2020 Excellence in Sales and Marketing Award at the Greater Birmingham Chamber of Commerce Awards and shortlisted in the 2022 Best Marketing Campaign Award at the Managing Partners Forum Awards, the Marketing team at Gateley has more than doubled in size in five years, reflecting the investment that the business has made in attracting and retaining exceptional marketing talent.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team.

The *person*

Candidates will be able to demonstrate the following attributes:

- Ability to demonstrate design skills and experience from a relevant school, college or university course
- Previous experience of Adobe InDesign and PowerPoint is essential
- Previous experience of other Adobe software such as Photoshop and Illustrator is preferable

The successful candidate should also be able to demonstrate the following attributes:

- Professional and personable manner
- Excellent written and verbal communication skills
- Agility to manage competing requests under pressure in a busy and fast-paced role
- Excellent attention to detail
- Proactive can-do and problem-solving approach
- Self-motivated to work autonomously and as part of a small team
- Strong IT skills

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe,

Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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