



## Symbol and Information Designer

### Key Role:

To create symbols and develop an understanding of their concepts and language; also to produce accessible information materials, in simple English supported by symbols.

**Symbol design:** Symbols are vector images, designed within a schematic structure and follow precise drawing rules. Symbols are developed in response to accessible information projects, working with our foreign partners and individual requests. The structure of the set is continuously being developed, so an interest in visual communication is key.

For an overview of symbols visit:

[www.widgit.com/accessibleinformation/symbols](http://www.widgit.com/accessibleinformation/symbols)

For a description of the Widgit Literacy Symbols visit:

[www.widgit.com/symbols/about\\_symbols](http://www.widgit.com/symbols/about_symbols)

**Accessible information:** Our accessible information services are asked to produce materials for a wide range of clients and in a wide range of styles. Translating surveys, signage, leaflets, guidebooks and formal documents for organisations such as charities, housing associations and government organisations. The work is rewarding and is used to help those sections of society that otherwise may not be included.

For sample projects visit:

[www.widgit.com/accessibleinformation/projects](http://www.widgit.com/accessibleinformation/projects)

You do not need prior experience of symbols, but good English is essential. You will be trained in the design procedures for creating symbols and taught to use the language of symbols to support written text.

As part of a small team, general administrative duties are shared out. This may include answering the telephone, so a good telephone manner is important. We do not take calls from the general public.

## **Ideal Skill Base:**

- Knowledge and experience of:  
Vector graphic design (e.g. Freehand, Illustrator)  
Graphic design and layout (e.g. Photoshop, In Design)
- An interest in visual communication and language
- Good written English
- Ability to apply consistent attention to detail during tasks that can sometimes be repetitive
- Awareness of, and sensitivity to, disability and social inclusion issues
- Good communication skills
- Confident, self-motivated and able to work independently
- The ability to set priorities and work to deadlines
- Working knowledge of the Windows environment and Microsoft Office software
- Good telephone manner

## **Other Details:**

The salary starts at £21,000 progressing to £25,000 over a two to three year period as skills and independence are achieved.

The hours are 9 - 5, but we support flexible work arrangements and endeavour to structure working arrangements that suit us all.

The Development Office is based in Cubbington, a small village just outside Leamington Spa. The office is spacious and the working environment is informal, creative and professional.

## **How To Apply:**

Closing date for receipt of applications: **Wednesday 30<sup>th</sup> April 2008**

As part of your application we would be keen to see examples of your ability to draw simple vector images and writing skills.

Shortlisted candidates will be asked to:

- a) To draw vector images for: an animal, an expression or emotion, hand holding an object, behaviour
- b) Write no more than a page of A4 on a topic you are passionate about.

Please send your C.V. to:

Widgit Software  
Development Office  
26 Queen Street  
Cubbington  
Leamington Spa  
Warwickshire  
CV32 7NA

E Mail: [cate@widgit.com](mailto:cate@widgit.com)

Your C.V. should include details of your current or most recent position; qualifications and experience, and anything else you feel would be relevant to your application.

Please note that you should also give the names and telephone numbers of two referees, one of whom should be your current or most recent employer. We will not contact these without your permission.

Interviews will be held at the Widgit Development Office headquarters in Cubbington.

To learn more about Widgit Software, visit [www.widgit.com](http://www.widgit.com)