



**Chimp
Management**

*Helping
people get
the best out
of themselves
and others.*

IT Manager & Graphic Designer (web and print)

Employer

Chimp Management Ltd

Job title

IT Manager & Graphic Designer (web and print)

Closing date

Friday 15th September 2017

Interview date

Final Interview Date: Friday 29th September

(Preliminary Skype interviews will be held prior to this date for those shortlisted for final interviews – date by mutual arrangement)

Salary range

£18k-25k (Dependant upon experience)

Additional benefits

- Company Pension scheme, together with 28 annual leave entitlement + discretionary leave if applicable.
- Company laptop computer and iPhone

Job description

The role of the person:

- Knowledge of websites, CSS and CMS are essential criteria together with a very good understanding of Word Press.
- Graphic designing of company marketing materials and products such as but not limited to the company website, advertising, books, posters and flyers.
- To use website development tools such as WordPress to maintain and manage the website, keeping it up to date and functional at all times.
- Helping the administration team to drive marketing of our courses and products by helping to keep our Facebook and Twitter accounts at the forefront of our business.
- To be responsible for all the general IT requirements of Chimp Management Ltd and to look after and secure all sensitive electronic/online data, also taking full responsibility for the company email accounts.

Working hours:

- This is a **full-time** position
- Your working hours will usually be 9-5 (approximately 37.5 hours per week) but these hours would be flexible and appropriate to fulfilling the needs of the post.
- This post is subject the completion of a 12-month probationary period with 3 monthly reviews.

Location:

- There is an expectation that you will reside close to your primary designated place of work (Sheffield or surrounding areas). Applicants should be aware that the administration team has a long-term plan to move to a Peak District location in the future.

Person requirements



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We are seeking to recruit someone who:

- Is flexible and can embrace the job as a lifestyle
- Is a good communicator and a team player
- Has a willingness to learn and a “can do” attitude

Essential requirements:

- To hold a (full clean) UK-valid driving licence
- To be competent in Word Press – the company website is editable in this format
- To be competent in Microsoft Office Suite
- To be Apple Macintosh and Microsoft Windows proficient

Desirable requirements:

- It is hoped that the person appointed will hold a degree in Information Technology, Computer Science or the equivalent.

Company information

Here at Chimp Management Ltd we specialise in training people to manage their minds, with an approach that is grounded in neuroscience. We view the mind as a remarkable machine that represents our greatest asset and our biggest liability in life. Through the Chimp model, we help people to understand how the mind is structured and how it functions. Our company aims to help people to get the best out of themselves and others. We also aim to improve the quality of their lives bringing increased success and happiness.

We use a development programme that can be successfully applied to teams and individuals, in both their personal and professional lives. Through insight and skill we help people to learn how to manage the machine effectively, and ultimately be the person they want to be.

Our team comprises a small number of skilled and experienced psychologists and a psychiatrist who have worked with the model for a number of years with notable success in health, business, education and Olympic sport. Each member of the team has undergone a number of years of supervision in the model with Professor Steve Peters, the psychiatrist who created the model.

Contract: Permanent

Start date: Immediate

Applicants may be asked to a preliminary Skype interview ahead of formal interviews.

Please note that should your application be successful a portfolio with a sample of previous graphics work should be supplied at formal interview stage.

Informal enquiries are welcomed at
enquiries@chimpmanagement.com

Please submit all applications to:
enquiries@chimpmanagement.com

Chimp Management Ltd reserves the right to remove the application ahead of the closing date.