

VOLUNTEER ROLE DESCRIPTION



VOLUNTEER TITLE: VOLUNTEER GRAPHIC DESIGNER

VOLUNTEER LINK: RETAIL COMMUNICATIONS AND MARKETING OFFICER

Aims:

To support the Communications and Marketing Team by producing high quality graphic design which will be used across multi-channels and for various Hospice stakeholders.

When / Where:

This is a hybrid volunteer role, where you will volunteer on site in Gosforth as well as remotely as needed. Tasks will be ad-hoc, project based and sometimes with tight deadlines. Suggested commitment: 3-4 hours per week or as and when needed.

Main Tasks:

- Creating and editing graphic design artwork in line with a brief and/or using agreed corporate templates e.g. social media graphics, small print items etc.
- Supporting the C&M Team and responding to feedback and requests.
- To provide final graphic design artwork and elements in the agreed formats needed, e.g. pdf, png, eps or agreed digital file transfer.
- Adhering to and safeguarding our corporate identity and branding guidelines.
- Adhering to copyright laws and legislations.

Skills and Experience:

- Experience and confidence in using the Adobe Creative Suite. A good working knowledge of InDesign, Illustrator, Canva and Photoshop would be advantageous.

Additional Info:

- Access to Adobe Creative Suite is essential – specifically InDesign.

Personal Qualities:

- Carry out volunteering tasks independently and as part of a team.
- Creative, proactive and motivated to deliver high quality work.
- Positive and can-do attitude.
- A passion and interest in graphic design.
- Identifies with St Oswald's Hospice Values and standards of behaviour <https://www.stoswaldsuk.org/who-we-are/our-values-and-people->

VOLUNTEER ROLE DESCRIPTION



Benefits

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- A chance to develop new skills, experiences and your knowledge of graphic design.
- A chance to meet new people.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the C&M Team.

Essential Processes/ Training (Internal Info):

- Recruitment Pathway *[On-site]*
- Minimum age *[18+]*
- DBS check required *[Enhanced Childrens]*
- Health & Safety Training Online *[non clinical & on-site]*
- Induction *[on-site]*
- Departmental and Organisational Induction