

VOLUNTEER ROLE DESCRIPTION

Volunteer to Career - Volunteer Internship which includes Pitman Training's National Diploma Programme.

The Volunteer to Career (VtC) pathway offers you the chance to gain useful experience while supporting St Oswald's Hospice as a Volunteer Intern. The role will help you to develop new and existing skills and knowledge. It will give you a helpful insight into what it's like to work in your chosen area and help to build your confidence and boost your employability, making it easier to find a job in the future.

You will also work towards a Pitman Training Diploma. Diploma courses are designed to help you progress your career and are highly respected by employers.

VOLUNTEER TITLE: GRAPHIC DESIGN - Volunteer Intern

VOLUNTEER LINK: COMMUNICATIONS AND MARKETING MANAGER

Aims:

To volunteer alongside the in-house Graphic Designer and 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:

A minimum of 4 hours per week volunteering on site at St Oswald's Hospice, Regent Avenue Gosforth, Newcastle upon Tyne NE3 1EE

There may be an opportunity to volunteer remotely if the nature of the task allows, and volunteer can accommodate. This will be discussed at informal chat with Volunteer Link.

Plus a minimum of 3-4 hours per week training (145 hours in total) at Pitman Training Centre, 2 Collingwood Street, Newcastle upon Tyne NE1 1JF where you will be supported by the Pitman Training Staff.

Main Tasks:

Volunteering under the supervision of the in-house Graphic Designer:

- Creating and editing graphic design artwork in line with a brief and/or using agreed corporate templates e.g. signage, social media graphics, posters, leaflets and other small print items etc.
- Collaborating with Communications and Marketing 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.

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- Adhering to and safeguarding our corporate identity and branding guidelines.
- Adhering to copyright laws and legislations.
- Undertake adhoc tasks as required.

Tasks will be project based and working to tight deadlines.

Skills and Experience:

- Confidence using Adobe Creative Suite, specifically a good working knowledge of Illustrator and InDesign – with a small portfolio of work to demonstrate skills and experience.

Additional Info:

- Access to Adobe Creative Suite would be beneficial – specifically Illustrator and InDesign. Please note you will have access to Adobe while at St Oswald's Hospice and at Pitman Centre but a licence to practice at home is not included.
- Successful completion of the diploma will mean you will be eligible to take the relevant Adobe exams. These will need to be organised and paid for by you. You will be able to speak to your allocated Pitman Training Course Advisor for more details.
- Pitman Training course information can be found at: [Graphic Design Diploma | Pitman Training](#)

Personal Qualities:

- Identifies with St Oswald's Hospice Values and People Charter <https://www.stoswaldsuk.org/who-we-are/our-values-and-people-charter/>
- A passion and interest in graphic design.
- Creative, proactive and motivated to deliver high quality design work.
- All round good communicator.
- Friendly.
- Organised and efficient with a good attention to detail.
- Able to manage volunteer task load and time effectively.
- Carry out volunteering tasks independently and as part of a team.
- Positive and can-do attitude.

Benefits:

- Volunteering at St Oswald's Hospice gives you the opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- Gain a Pitman Graphic Design Diploma with Adobe ACP – awarded 145 CPD points upon successful completion.
- A chance to develop new skills, experiences and knowledge.
- A chance to meet new people and be part of a friendly team.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the team.

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- The support of Pitman Training staff while completing the Pitman Diploma
- Access to training and support offered to our Volunteer to Career volunteers.

Essential Processes/ Training (Internal Info):

- ☒ Recruitment Pathway *[On-site]*
- ☒ Minimum age *[18+]*
- ☒ DBS check required *[specify Enhanced Children's]*
- ☒ Health & Safety Training Online *[specify non-clinical]*
- ☒ Additional training specific to role:
 - Induction *[On-site]*
 - Departmental and Organisational Induction
- ☒ Home Working Risk Assessment *[if applicable]*