**Volunteer Role Description**

Thank you for your interest in volunteering with Sight Support West of England! We rely on the help and dedication of volunteers to support the wide range of services that we provide, and we recognise the huge contribution our volunteers make to the effectiveness of our organisation.

**Role:** Graphic Designer

**Location:** Home-based with occasional visits to either the Bristol or Devizes office if/when required.

**Purpose:** As a small charity, we are keen to ensure that the message about our services reaches people with a visual impairment living in our areas of responsibility and producing clear, punchy, recognisable and accessible publications will help us to achieve this aim. We are looking for a creative and enthusiastic individual with a passion for design to support our communications officer in the production of high-impact online and print materials that will help to increase our reach, impact and support.

This is a great opportunity for a design student or recent graduate to gain practical experience of supporting a local charity and add to their portfolio.

**What you will be doing?**

* Using your knowledge and expertise in design to produce a variety of print and web media, such as leaflets, posters, newsletters and fundraising stories
* Checking that all promotional materials used by the charity adhere to a design standard
* Inputting creative ideas for the promotion of new projects, such as our IAG events, social opportunities, and sight loss courses
* Ensuring that communications reach a wide and diverse audience

**What skills and experience are needed?**

* A qualification, or studying towards a qualification, in graphic design or media is desirable but not essential
* An understanding of different types of marketing and communications media
* Creativity with strong written and verbal communication skills
* Reliability, accuracy, and attention to detail
* Good IT skills, with sound knowledge of Microsoft Office applications and design programmes.
* Able to work independently with minimal supervision

**What will you gain from the role?**

* The knowledge that you are helping to make a real difference to the lives of people living with sight loss in the region by increasing our reach and impact
* An opportunity to gain practical experience in the charity sector to add to your design portfolio
* Experience of working for a local charity
* Understanding of accessibility and inclusivity in design

**What support will be given?**

* Induction and role-specific training
* Understanding Sight Loss Training
* Expenses
* Supervision and support from the Volunteer Coordinator
* Additional training as appropriate

**When will you be needed?**

This can be flexible to fit around you.

**How often will you be needed?**

Ad hoc depending on requirement

**References**

Two references required prior to starting in role