



## **Design volunteer role description:**

### **Objective(s) of role:**

We're looking for a creative and passionate Design Volunteer to support our communications and resources teams with print and digital design requests. This includes materials such as posters, leaflets, reports, and social media graphics that help us engage learners, volunteers, and supporters.

### **Role description:**

The role will vary according to our needs and could involve:

- Designing engaging and accessible print and digital materials.
- Working within Shannon Trust's brand guidelines to maintain a consistent visual identity.
- Collaborating with the communications and resources teams to develop creative concepts.
- Adapting existing templates and create new designs as needed.

### **Who we are looking for:**

You don't need any formal qualifications to become a Design Volunteer. We're looking for people who:

- Experience with graphic design (Adobe Creative Suite, Canva, or similar).
- An eye for layout, typography, and accessibility.
- Ability to work collaboratively and take feedback on board.
- Passion for Shannon Trust's mission and a willingness to volunteer time and skills.

### **Location and volunteering hours:**

This is a remote role but could involve some local travel. Ideally we'd like someone who can give regular hours on a weekly basis, but we're flexible and can work out a plan that suits you – for example, you could have a small project to deliver over a few weeks in your own time. This could be two – four hours per week, depending on your availability.

### **Training, induction and support:**

Shannon Trust provides a wide range of training for volunteers. You will be expected to attend mandatory training for new volunteers, some will be online training via Moodle and some will be via Teams. The training will provide you with the knowledge and understanding of the values and visions of the charity and practical support for your role. You will receive a thorough induction into your role.

Due to the nature of the role, we will be in contact on a frequent basis. This will depend on your availability. You will be offered ongoing relevant training and regular one to ones including quarterly reviews with the print and production manager to support you.

**Benefits to you:**

Being a Shannon Trust volunteer will provide you with a number of benefits which can you help you to develop both your personal and professional skills:

- Ongoing training to support your role;
- The opportunity to use your design skills to make a real difference.
- Experience creating materials for a national charity.
- A portfolio of impactful work that supports people in prisons and the wider community to access learning opportunities, and transform their lives.
- Developing and growing your understanding of the HMPPS structure and prison system
- Relationship building with other volunteers and the Shannon Trust team

**Expenses and insurance:**

You'll be able to claim back all reasonable out of pocket expenses and be covered by our public liability insurance.