

Graphic Design Volunteer Role Description

Title:	Graphic Design Volunteer
Responsible to:	Fundraising and Marketing Manager
Time commitment requested:	An average of 5 hours per week
Location:	Dorset Mind office and agreed home working
DBS check:	Not required for this role

Main Purpose

To assist with the design and production of eye-catching online and offline marketing, and other printed materials to promote the work of Dorset Mind. This includes service promotion, projects, campaigns and recruiting and engaging volunteers, funders, etc.

Key Responsibilities

- Support the mission of Dorset Mind by:
 - Raising awareness within general and specific communities about mental ill health. That is to say educating people about symptoms – what they are, what to expect and how to spot them. We also help people about what they can do when they experience symptoms or know someone who does.
 - Challenging the stigma and inequality of mental ill health so that neither stigma nor inequality prevent people receiving information and support they need.
 - Promoting the ethos of recovery from mental ill health by educating people about recovery
- Create functional, print-ready when required, and imaginative/attractive design layouts from scratch as well as following pre-defined brand guidelines and templates
- Ability to respond to a design brief that generates creative designs that attract and illicit responses from their projected audiences
- Communicate ideas clearly and effectively, taking on-board any suggestions/changes positively
- Commit to a minimum involvement of 6 months

Training and support

- Mental health awareness training – 1 day
- Dorset Mind induction – 1 day
- Regular supervision provided

PERSON SPECIFICATION

KNOWLEDGE	
Familiar with and committed to Dorset Mind's mission	Essential
Knowledge of using the Adobe Creative Suite including: Photoshop, InDesign and Adobe Illustrator*	Essential
Familiar with requirements for producing work to go online or offline	Essential
SKILLS	
A keen eye for detail.	Essential
Must be able to work under own initiative and as part of a team.	Essential
Ability to communicate ideas clearly and effectively	Essential
A flexible and organised approach to work	Essential
EXPERIENCE	
Experience of using Photoshop, InDesign, Adobe Illustrator	Essential
Current or recent experience of mental health problems.	Desirable
VALUES	
Reliable and trustworthy	Essential
Committed to working openly with diversity	Essential
OTHER	
Access to own design packages*	Essential
Use of own laptop to work in the Dorset Mind office	Desirable