

Volunteer role description

Volunteer role: Graphic Design Publications Assistant
Key contact: Communications and Campaigns Manager
Placement: Office Cambridge, Chatteris or Peterborough
DBS check level: Basic level check plus 2 satisfactory references

Training required: AgeUK induction training is mandatory, there after volunteers are encouraged to attend volunteer gatherings to share experiences and, receive training from the organised event. However there maybe additional service specific training required

INTRODUCTION

Age UK Cambridgeshire is an independent charitable organisation which exists to improve the life of older people in the county. The charity meets this objective by;

- Providing services
- Campaigning for a better deal for older people
- Working in partnership with other organisations
- Identifying, and finding new ways to meet new and changing needs

ROLE PURPOSE

To assist the Communications and Campaigns Manager in designing and producing leaflets, posters, presentations and other promotional materials.

Skills/Abilities and experience beneficial to the role

A real desire to make a difference to people's lives but you may also have:

- Good organisational skills.
- Experience using Publisher
- Experience using PowerPoint
- Design skills
- Editing and Proof Reading Skills
- Knowledge of editing digital photographs
- Friendly and enthusiastic
- Some experience of marketing and promotion.

Tasks/responsibilities

- Support to produce quality and informative publications to promote the services and activities of Age UK CAP.
- To follow Age UK Brand Guidelines
- To access the Age UK Brand Hub and Brand Bank as a resource to develop content.
- To assist in developing an Age UK CAP library of templates and publications.
- To accept the supervision, support and direction offered by Age UK CAP.
- Help to promote Age UK CAP in the best possible way. Raising awareness of general services and activities which might be provided by Age UK CAP or others, to the benefit of older people and their families.