



Volunteer Role Description

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| Volunteer role: | Designer Role |
| Reporting to: | Volunteer Co-Ordinator |
| Volunteer buddy: | TBC |
| PVG Disclosure requirement: | Basic |

Role:

- To create and/or amend aesthetically pleasing visuals for Citizens of Cyber resources;
- To align proposals from typesetting through to design, print and production, ensuring brand continuity throughout;
- To prepare graphics for distributions across channels (i.e., website, social media, physical leaflets/materials). The resources might include social media visuals, brochures, banners, posters, leaflets, presentations, images rendering/editing, infographics and other visual assets;
- Study design briefs and determine requirements;
- Conceptualize visuals based on requirements;
- Prepare rough drafts and present ideas;
- Develop illustrations, logos and other designs using software or by hand;
- Use the appropriate colours and layouts for each graphic;
- Amend designs after feedback;
- Ensure final graphics and layouts are visually appealing and on-brand;
- Collaborate with the Marketing Officer, Social Media Officer, Web Master and other involved parties for the best possible outcome; and
- Work closely with Marketing Officer and Social Media Officer to improve aesthetics;

Training needs:

- Introduction to the charity – delivered by Volunteer Co-ordinator;
- Ongoing subject matter training and refreshers, as agreed in 1:1 meetings with Volunteer Co-Ordinator as agreed.