



The Linklater Pavilion
Railway Lane
Lewes
BN7 2FG

Telephone: 01273 477101
E-mail: coordinator@railwaylandproject.org



GRAPHIC DESIGNER – VOLUNTEER ROLE DESCRIPTION

Job title: Volunteer Graphic Designer

Location: Linklater Pavilion, Railway Lane, Lewes, BN7 2FG

Responsible to: Programme Coordinator

ABOUT THE RAILWAY LAND WILDLIFE TRUST

The Railway Land Wildlife Trust aims to inspire environmental sustainability by bringing nature to the heart of Lewes. We do this through:

- Running the Linklater Pavilion as a community-based hub for the understanding of a sustainable environment
- Providing inclusive outdoor learning using innovative approaches
- Supporting the local authority in managing the Railway Land Local Nature reserve for the whole community

Volunteers are crucial to everything we do at RLWT. Each volunteer receives induction, training and ongoing support from our staff

GRAPHIC DESIGN ROLE

This is an excellent opportunity for someone who would like to gain experience of graphic design as part of a business development strategy and rebranding exercise. The role is the result of a thorough review of our business model, brand and communications strategies, and will be integrated into wider activity that aims to reach new audiences and give RLWT a fresher feel.

We are looking for someone with an interest in environmental issues who would like to develop and/or use their graphic design skills.

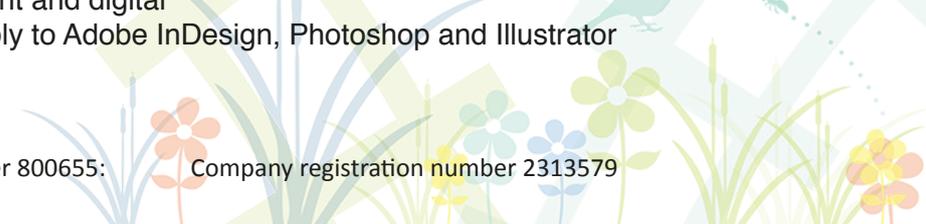
VOLUNTEER RESPONSIBILITIES

The role will vary depending on needs, but is likely to include:

- Designing posters and flyers for events and campaigns with guidance, and from your own ideas
- Designing graphics for social media and digital
- Formatting documents for a public audience, eg. our annual report, materials for our 'Friends of the Railway Land' scheme

QUALITIES & SKILLS REQUIRED

- An in-depth knowledge of professional design software
- Knowledge of preparing files for print and digital
- Access to a computer and preferably to Adobe InDesign, Photoshop and Illustrator
- Ability to meet deadlines
- Creative and enthusiastic



- 
- Ability to maintain professional boundaries
 - Able to work to guidelines

TIME REQUIRED FOR ROLE

This is variable and likely to be worked in small chunks of time – probably totalling 4-5 hours per week.

EXPENSES & INSURANCE

- 
- We cover all out-of-pocket expenses for volunteers, including travel, as agreed in advance.
 - Volunteers are insured whilst volunteering for RLWT

WHAT WE WILL OFFER YOU

Volunteering at the Railway Land offers several generic benefits such as meeting new people, working in a beautiful environment, and helping to support local conservation.

- Progression into further volunteering opportunities.
- A full written reference, after 12 weeks volunteering with us.
- Opportunities to attend RLWT special events celebrating our volunteers, including social get-togethers, our annual general meeting (AGM) and promotional events.
- Regular support from designated member of staff and external consultants where relevant.
- DBS will be provided depending on the nature of your role.
- A beautiful working environment and the opportunity to take part in an exciting period of the organisation's development.

For more information, please contact Helen Meade

Email: coordinator@railwaylandproject.org

Phone: 01273 477101