



Design Volunteer

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological, and emotional wellbeing. The Mulberry Centre is a charity and relies solely on funding to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

We are looking for a creative volunteer with previous experience of using basic graphics and templates to design and produce promotional materials for events, such as flyers, posters, leaflets and booklets, so that they maintain a common theme design-wise and are current and up to date. You will be helping to engage our service users, supporters and volunteers in order to maximise awareness, increase reach and promote The Mulberry Centre in the local community.

This role would suit someone who has creative flair, a keen eye for details and is comfortable using basic graphics software (such as Indesign and Canva) and wants to make a difference supporting a local charity. Ideally, we are looking for a commitment of around 4 hours per week, but this is flexible. This opportunity can be carried out remotely under direction.

Main Duties/Typical Tasks

- Sourcing and creating images and gifs in accordance with a brand theme, using our brand guidelines.
- Developing and designing events materials in a variety of formats, such as flyers, posters, leaflets and booklets, using basic graphics and templates.
- Keeping to an agreed design brief/theme to ensure consistency.
- Keeping such materials current and up to date.
- Any other duties appropriate for the role and adhering to The Mulberry Centre's policies.

Volunteer Specification

- Creative with an eye for detail and design.
- Good IT skills and some experience using basic graphics and templates, preferably in a marketing capacity.
- Good written communication skills.
- Ability to work unsupervised and under own initiative.
- Good organisational and time management skills.
- Previous experience of using Indesign and/or Canva desirable.
- Keen to raise awareness of The Mulberry Centre and able to articulate and inspire people to support us.



For external advert also include:

Support and Training

- All volunteers will be provided with a thorough induction of the work of The Mulberry Centre, procedures and relevant policies for your volunteer role.
- Regular updates on organisation activities and training available.
- The Mulberry Centre will do its best to assist your volunteering role with us. This will include role specific induction/training from your Volunteer Lead and general support, advice and guidance from the Fundraising and Communications Lead.
- There will be an initial review after 3 months, then an annual review.
- Expenses are paid for travel by public transport or personal vehicle mileage.

Next Steps

- Complete the online application form.
- If your application is successful, we will invite you to an informal Interview.
- If you are accepted as a volunteer, we will contact your two referees.
- All volunteers must attend an Induction at the start of their volunteering and are encouraged to access training specific to their role.

Further information: Email: volunteer@themulberrycentre.co.uk

Responsible to: Fundraising and Communications Lead