



**Volunteer Role Title:**

Digital Design Volunteer

**Responsible To:**

Project Officer (Communities & Events): Sirri Topping

**Purpose of the Role:**

LEAP Sports Scotland is committed to breaking down the structural, social and personal barriers which prevent lesbian, gay, bisexual, transgender and intersex (LGBTI) people across the country from accessing, participating and excelling in Scottish sports. We believe that sport, and all the benefits it brings, should be for everyone. We are dedicated to making Scotland a proud leader in the ongoing campaign to recognise and celebrate diversity in sport.

Working with our Project Officer for Communities & Events, the primary aim of the Digital Design Volunteer is to help to outfit our campaigns and events visuals and printed literature to be as visually compelling and accessible as possible. This is an area which applies to work we undertake across the areas of hosting and organising events, supporting clubs, producing policy documents and promotional materials to name a few. The involvement in this work of talented individuals with skills in creative design is therefore essential.

**Main Tasks:**

- Designing content for web and print – including posters, publications, adverts, flyers and presentations
- Creating and implementing coherent visual design themes for use throughout our media and content
- Converting, editing and updating pre-existing media where applicable
- Helping to build the visual development of the LEAP website and our online presence

**Person Specification:**

Skills, Qualities and Experience:

Essential:

- Excellent level of IT literacy

- Some knowledge of digital design software
- Creativity and artistic flair
- Ability work to print deadlines

Desirable:

- Experience of using Adobe Creative Suite or similar software package(s)
- Knowledge of HTML or willingness to learn simple coding skills
- Knowledge and understanding of sports-related LGBTI issues

People from all backgrounds are welcome to apply and we would particularly encourage applications from the BME community, who are currently under-represented within our team.

**Where and When:**

Where:

Where work can be completed in your own time, you're very welcome to make full use of our office and collaborate where possible with members of our staff team and to utilise our computers, print resources, Wi-Fi and amenities. Or, if you prefer you can work remotely and check in over phone or messenger where necessary with the Project Officer for Events & Communities.

Where tasks may require you to meet with staff members and/or other volunteers, you may be asked to attend meetings at specific times. These times can be negotiated based upon schedules and commitments of volunteers, as well as always held in accessible locations. Phone or video conferencing can also be arranged for those unable to travel or located more remotely.

When:

Time commitment will be discussed and agreed on a case-by-case basis with the Project Officer for Communities & Events.

Some aspects of this work will take place within the standard working hours of 9am-5pm, Monday – Friday, where consultation with the staff team is concerned. However, design work itself can be undertaken on your own time and during flexible hours.

**Training & Support Provided:**

- Introductory training and ongoing support from Project Officer for Communities & Events
- Tailored training relevant to specific roles and/or tasks undertaken
- Group support and supervision opportunities, including fortnightly check-ins with Officer for Communities & Events to discuss anything arising in relation to your work with the organisation

- Use of any other relevant resources as required
- Volunteer social and recreational events with staff team

**Expenses:**

Travel expenses to and from required meetings will be reimbursed, as well as any other reasonable expenses incurred in the process of performing volunteering duties for the organisation.

**Accessibility:**

LEAP Sports Scotland strives always to provide a supportive environment which is cognisant of the intersectional needs of staff, volunteers and service users from a variety of diverse backgrounds. We are therefore determined to ensure that we do everything we can to help make LEAP a positive organisation to be involved with for people who are disabled or who may have any additional support or access needs.

**LEAP Sports Volunteer Statement:**

By volunteering with us, you are giving your time and energy to help us achieve our goals and as such it is our responsibility to create a working environment and organisational culture in which you feel comfortable, safe, included, listened to, supported and valued. It is our responsibility to ensure that we provide you with an environment of this kind. As such, we will work with you upon the initiation of any volunteer role undertaken and throughout that role to ensure that this is the case.

It is also paramount to the LEAP staff team that you enjoy and gain from your role as a volunteer with us; we believe that volunteering with us should constitute a relationship of mutual benefit which enables volunteers to pursue personal interests, develop skills, make social and professional connections, enjoy recreational opportunities and to advance their personal development. This is the ethos which informs the parameters of all our voluntary roles and we always welcome any feedback from volunteers as to how we can best ensure this.

**Volunteer Support:**

One of our team members will be available to you to discuss your access needs, and to develop a plan for how we can best meet them.

General queries: Angharad Englefield Nelson ([anghi@leapsports.org](mailto:anghi@leapsports.org))

**Application process:**

Our application is a simple online form which you can find via the volunteer section on our website: <https://leapsports.org/support-us/volunteer>

Following the submission of your application, we will be in touch within 2 weeks to advise you of the next steps.