



**headspace**

National Youth Mental Health Foundation

Level 2, South Tower  
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[headspace.org.au](http://headspace.org.au)

## Position Description

### Volunteer Graphic Designer

**Location:** National Office - Melbourne

**Department:** Strategic Communications

**Employment Type:** Voluntary

**Approved By:** Simone Williams

**Date Approved:** December 2017

**Agreed By:**

**Date Agreed:**

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#### 1. HEADSPACE PURPOSE

To build the resilience of young people and the future potential of Australia by delivering effective youth mental health services in partnership with young people, their families and their local communities.

#### 2. ABOUT HEADSPACE

**headspace** is the National Youth Mental Health Foundation providing early intervention mental health services to 12 - 25 year olds. **headspace** enables young people and their families to access support through a national network of centres, online and telephone services, and a school support program. **headspace** also drives community awareness and education about youth mental health, early intervention and help seeking. To find out more about **headspace** visit [headspace.org.au](http://headspace.org.au)

#### 3. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

#### 4. POSITION SUMMARY

This Graphic Designer position will assist **headspace** to produce resources and materials that raise awareness of the organisation and help provide young people with information and resources to help support their mental health and wellbeing.

The incumbent will work in the Strategic Communications team to create compelling, creative and professional looking marketing and communication materials. They will work closely with and report to the Marketing and Communications Advisor and Marketing and Communications Manager. The Volunteer Graphic Designer may also be required to work with other teams in the organisation to help support a variety of design projects.

#### 5. KEY RESPONSIBILITIES

Create and develop a range of collateral and communication materials that are in line with the **headspace** brand policy, namely:

- Advertising/Marketing collateral – brochures, posters, digital banners, flyers, etc.
- Program communications – fact sheets, infographics, publications and reports, PowerPoint presentations, graphics and diagrams, etc.
- Merchandise designs – t-shirts, hats and other clothing apparel, stress balls, wristbands, etc.

#### 6. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

##### 6.1 Essential

- Qualification in Graphic Design
- High proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Microsoft Word, PowerPoint, Publisher).
- A team player with excellent time management skills to deliver to agreed deadlines.
- Ability to think creatively and develop innovative solutions to problems.
- Ability to work collaboratively and consult appropriately, but also to take initiative and work autonomously when required.

##### 6.2 Desirable

- Industry experience in a 'creative design' environment preferred but not essential
- Proficiency in video editing software Adobe Premiere Pro, Adobe After Effects
- Some understanding of the mental health service system in Australia.
- Experience volunteering or working with other not-for-profits
- Strong interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.

#### 7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times