## Volunteer Illustrator/Design Creative Brief: Create our SARSVL Sisterhood

We would like to recruit a Leeds based woman artist (illustrator, designer, cartoonist - whatever you describe yourself as) to volunteer with us to create a series of illustrations to represent our service and our target service users.

We’re looking for someone to bring our SARSVL ‘sisterhood’ to life through positive and engaging imagery so that every woman and girl we are trying to reach will connect with our marketing materials and presence across Leeds - identifying with us and understanding that our services are for her.

This opportunity is suitable for an established artist or a student, aged 18 or over.

This volunteer will work closely with two Trustees from SARSVL to create a tailored collection of bespoke illustrations/designs that will complement our existing corporate branding. The imagery created will be used on publicity materials about our services and contribute to the look of our new website which is currently in development and, well... who knows?! We're open to your ideas about where else we can go with this.

It is intended the illustrations/designs will also feature on merchandise such as cloth book bags, mugs, postcards, badges, postcards and t-shirts.

The exact form and content of the work will very much depend on the style of the woman who will be volunteering to do the project with us and is most certainly up for discussion. The images may feature women and girls, symbols that represent SARSVL services and the Rape Crisis movement and/or landscapes that are recognisable as Leeds. We're open to all ideas.

**You will bring:**

* An ability to work collaboratively with up to two representatives of SARSVL and fulfil the project brief
* Good time keeping and communication skills
* Creative ideas and technical skill
* An understanding of the SARSVL service and a commitment to our core values

**We can offer:**

* Background information about SARSVL and insight into our vision
* A bespoke volunteering opportunity to commission a collection of designs that (whilst belonging to SARSVL) you can then feature in your own portfolio
* Basic expenses – e.g. travel, and some materials
* The chance to work with a unique local women’s organisation
* The opportunity for you to take creative ownership of a project and contribute to our publicity materials that will be distributed across the city
* A reference and testimonials from us about your work

**Make sure to include samples of your work, or links to where we can look at them.**

**Please return your completed application to us by 4th December 2015 – info@sarsvl.org.uk.**

**Support After Rape and Sexual Violence Leeds (SARSVL)**

**ILLUSTRATOR BRIEF Volunteer Application Form**

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| **About us** |
| SARSVL is a charity that provides emotional and practical support to women and girls who have been affected by sexual violence at any time in their lives. We do this via our confidential freephone/text/email support services and our advocacy service. We’re run by women for women, and our city centre offices are a women only safe space.  SARSVL is a member of Rape Crisis England & Wales, and we abide by a set of National Service Standards, which ensure that women and girls using our service can have confidence in our service. You can find out more about Rape Crisis at [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk) |
| **What will you be doing?** |
| This volunteering opportunity will be to work closely with two Trustees from SARSVL to create a tailored collection of bespoke illustrations/designs/cartoons that will complement our existing corporate branding.  The imagery will be used on publicity materials about our services and contribute to the look of our new website which is currently in development.  It is intended the designs will also feature on merchandise such as cloth book bags, mugs, postcards, badges, postcards and t-shirts.  The exact form and content of the illustrations/designs will very much depend on your style and is most certainly up for discussion. The drawings may for example feature women and girls, symbols that represent SARSVL services and the Rape Crisis movement and/or landscapes that are recognisable as Leeds. The designs should be created to include underrepresented group within SARSVL such as black women, younger and older women and disabled women.  We’re looking for a SARSVL ‘sisterhood’ to be used to bring life to our marketing materials in a creative and engaging way - and reach out to a range of women and girls who might not realise that our services are for them.  The values that underpin our work are key to how we work as an organisation, and it’s important that you are aware of these and they are in tune with your own values. They are (in no particular order):  ***Confidentiality, Trust & Belief, Respect, Feminism, Empowerment, Diversity of provision, Responsiveness, Women-only safe space, Partnership working, Inclusion, Accessibility, Empathy, Woman-centred practice, Led by the women we support, Non-judgemental.*** |
| **Your Application**  **PLEASE COMPLETE AND RETURN THIS FORM BY 4th DECEMBER 2015** |
| 1. Complete the form below and return it to us either by email to [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk) or by post to PO Box 827, Leeds LS1 9PN 2. We’ll review your form, and invite you to an informal chat where we can explore how we might work together and take a look at your work.   Please make sure that you have given us e-mail addresses for both of your referees, and make sure that both your referees are expecting to hear from us. It will only be a brief communication asking them to provide basic information to vouch for you. |
| **I’ve got some questions – who can I contact?** |
| If you’d like to talk through any aspect of your application, you can contact us:  **By email:** [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk)  **By post:** PO Box 827, Leeds LS1 9PN |

**Please complete the application form on the next page...**

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| **APPLICATION TO BECOME THE SARSVL ILLUSTRATOR/DESIGNER  PLEASE NOTE:** This form is a simple way of us finding out more about you and ensuring that we can move this process forward effectively. There are no right or wrong answers. Please do not disclose anything you are uncomfortable with.  The information you provide here will be kept confidential. | | | | | | | |
| **Your Contact Details:** | | | | | | | |
| Full Name: |  | | Phone Number: | | | | |
| Address: |  | | Daytime: | |  | | |
| Postcode: |  | | Evening: | |  | | |
| Email: |  | | | | | | |
| I am aged 18 or over | **YES** |  | | **NO\*** | |  | |
| *\* We are not able to proceed with this application if you are not aged 18 or over* | | | | | | | |
| **About You:** | | | | | | | |
| **Please use this box to describe what skills and experience you have in illustration and design and to talk a bit about your work.** | | | | | | | |
|  | | | | | | | |
| **We do not expect you to do any designs/illustration for us before meeting us and securing this role, but we would very much like to have a look at your work so far. Please use this space to insert links to any of your work that we can see online, or cut and paste some images to this application.** | | | | | | | |
|  | | | | | | | |
| **Do you already know a women who volunteers or works for SARSVL?** | | | | | | | Yes / No |
| *If you replied ‘yes’ above, please give us her name below. We will speak to her about the fact that you have applied, but will not show her your application or tell her the contents.* | | | | | | | |
| *SARSVL woman’s name:* | | | | | | | |

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| **Your Needs:** |  |
| Do you have any access requirements (large print, induction loop, wheelchair access…)? |  |
| *If you answered yes to the above question about access requirements, please let us know what it is you need below:* | |

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| **Please supply the names of two referees (not related to you) who can vouch for your suitability for this role with SARSVL.** | | | |
| Name: |  | Name: |  |
| Job Title  (if relevant): |  | Job Title  (if relevant): |  |
| Phone number (Day): |  | Phone number (day): |  |
| Phone Number (evening): |  | Phone Number (evening): |  |
| Email: |  | Email: |  |
| Capacity in which you know this referee: |  | Capacity in which you know this referee: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement:** | | | |
| ***I declare that all the information in this application is, to the best of my knowledge, correct.*** | | | |
| Your Name: |  | Date: |  |
| Signature: |  | | |

**Please complete the Equality & Diversity Monitoring Form overleaf and then please return your completed form by e-mail or post, as instructed on page 1 of this form.**

***This sheet is detached from application forms and is an anonymous survey.***

**Please do not identify yourself on this form.**

**Our commitment to managing diversity and ensuring equality of opportunity for all:**SARSVL aims to provide equal opportunities and fair treatment for all people applying to be employees or volunteers. Equality and diversity are central to the work of SARSVL.

SARSVL will treat all people with dignity and respect, valuing the diversity of all. We will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion or political belief, irrelevant offending background or any other factor irrelevant to the purpose in view. We will tackle social exclusion, inequality, discrimination and disadvantage.

**Monitoring recruitment procedures, data protection and confidentially.**In order to achieve our aims we have a policy of monitoring the composition of SARSVL staff and volunteers. As part of this monitoring process we ask for your co-operation in completing the questions below. We wish to give you the following assurances:

1. The information provided will not form the basis of any part of selection.
2. All information in the application form will be regarded as confidential to SARSVL.
3. This monitoring information will only be used for statistics.

**Please only answer as many questions as you feel comfortable with and return this page with your completed application form.**

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| **Your age:** |  |
| **How would you define your sexual orientation?** |  |
| **Are you (please tick all that apply):**  **Employed 🞎 Self-employed 🞎 Student 🞎 Unemployed 🞎**  **Other (please describe):** | |
| **How would you define your ethnic group?** |  |
| **Would you describe yourself as disabled** (please tick)**? Yes 🞎 No 🞎** | |
| **How did you hear about this volunteering opportunity?** |  |