

## **Web Designer Trustee and/or Volunteer**

**York House Arts and Youth Centre, Stony Stratford, Milton Keynes**

### **Time commitment:**

Approx. 2–6 hours per month

(Board meetings for Trustees on the second Tuesday of every month, and occasional advice as needed)

### **About the Role**

York House is seeking a trustee and/or volunteer with web design experience to join our friendly team. As a small but active charity supporting the local community through the arts and youth initiatives, we are eager to have someone who can help keep our charity running smoothly behind the scenes. Your skills in designing a new website and improving our systems will directly support our mission and strengthen our team.

### **What You Will Be Doing**

- Designing and maintaining our charity's website to ensure it is clear, engaging, and user-friendly
- Updating content and visuals to reflect our latest news, campaigns, and events
- Ensuring accessibility, responsiveness, and mobile compatibility
- Creating or improving page layouts, navigation, and user journeys
- Collaborating with our team to communicate our mission and values effectively online
- Implementing basic SEO practices to help more people find us
- Monitoring site performance and making recommendations for improvements

### **What We Are Looking For**

- Strong skills in website design (using platforms like WordPress, Wix, Squarespace, or similar)
- A good eye for layout, design, and user experience
- Ability to turn ideas into clean, accessible, and effective web pages
- Comfortable working independently and collaborating with non-technical team members
- Strong communication and time management skills

### **Bonus If You Have**

- Experience designing for charities or community groups
- Knowledge of HTML/CSS or JavaScript
- Familiarity with accessibility standards (e.g., WCAG)
- Experience with graphic design tools (e.g., Canva, Figma, Adobe XD)
- An understanding of SEO or web analytics (e.g., Google Analytics)

### **Why Join Us?**

- Make a real difference in your local community
- Share your knowledge to help keep us running smoothly
- Join a warm and welcoming team of trustees and volunteers
- Flexible, low-commitment role – we understand people are busy!

### **Interested?**

We'd love to hear from you. Just drop us an email marked F.A.O Ken Daniels and Referenced – Human Resources Trustee and/or Volunteer role with a short note about your experience and interest to: [info@york-house.org.uk](mailto:info@york-house.org.uk)

If you'd like a chat about the role first, contact Ken Daniels at [info@york-house.org.uk](mailto:info@york-house.org.uk)

*A **Trustee** plays a vital leadership role in a charity, helping to guide its mission, shape its strategy, and ensure its well-run and financially sound. It's a rewarding position with the opportunity to make a meaningful, lasting impact.*

*A **Volunteer** gives their time and energy to support a charity's work on the ground. They're essential to delivering services and creating positive change, often forming the heart of the organisation's community.*