

**BRAND GUIDELINES 2019** 



# 'EVERYONE INVOLVED AT HIGHGROUND BECOMES PART OF OUR GROWING COMMUNITY, WITH THE COMMON GOAL OF DRIVING LIFE'S OPPORTUNITY'

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The HighGround brand is the core of who we are – it is the foundation from which we tell meaningful, relevant stories about our offering and services. Collectively, our brand is both the way we look and the way we sound; it's how we express who we are as an organisation and it represents HighGround's uniqueness within the Not For Profit sector.

'Our brand is a reflection of everything we do and say, everything we print and broadcast.'



Our Vision is our statement which describes our clear and inspirational long-term road map, indicating both what HighGround wants to become and by setting a defined direction for our growth.

'To be the leading organisation for the provision of land based opportunities for all ex-military Personnel and Reservists.'



Our Values are going to take hold in our organisation, our core values will be integrated into every employee-related process – hiring methods, performance management systems. From the first interview to the last day of work, employees and volunteers should be constantly reminded that our core values form the basis for every decision our organisation makes.

# We are Practical, Open, Ambitious and Determined.

We believe in the importance of helping service personnel find employment beyond the military, and the value of Horticultural Therapy as a rehab intervention and the value of the Outdoors to help us achieve both these objectives.

We are here to make a difference by providing practical support with measurable outcomes which change peoples' lives for the better.

We always take responsibility for doing this.



# **Ambitious**

We can always do more. Work harder and aim higher. Military values and standards run through the core of what we do and continually inspire all of us at Team HighGround.

# Authentic

Means staying true to who we are, what we do and who we serve.

# Inclusive

Acting with integrity is vital to building and maintaining trust and good relationships. We show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches and ideas.

# Practical

We exist to provide practical, focused, timely and pragmatic advice and support to all our HighGrounders. They motivate and inspire us each and every day.

# Loyal

Everything we do is directed and motivated by a sense of loyalty towards those to come to us for help. They have done their bit, now it's time for us to do ours.



Our Mission Statement defines what HighGround is, why it exists, its reason for being. It defines who our primary customers are, identifies the services we produce.

Our aim is that every HighGrounder will have the opportunity to identify and access life beyond the military outdoors. By building a powerful community we have the resources to create important opportunities for ex-military personnel and Reservists in the land-based sector.

We do this through appropriate support and ongoing assistance towards employment and fulfilment in civilian life.



17,000 individuals leave the military every year (RAND Europe for FIMT September 2016), and there is a demand for these people to find new employment which is not being met.

HighGround's ambition is to help fill that gap by guiding these individuals towards employment, self-employment and vocational opportunities in the land-based sector.

Because of their military training and experience, military personnel are comfortable working outdoors but, they need guidance to explore potential opportunities they don't know exist, and how to find the right one for them and their families.

We do this by providing ongoing advice, guidance, introductions, relevant work experience and support to Service Leavers, Reservists and Veterans all over the UK.

HighGround provides the Horticultural Therapy service for patients of the Defence Medical Rehabilitation Centre at Headley Court in Surrey, is the specialist provider of land-based employment information for the Officers Association and is currently working with the Career Transition Partnership to provide a similar service to Service Leavers during their resettlement programmes.

HighGround's aim is not only to use the outdoors to create employment opportunities for military personnel, but also to use it as an aid to recovery from injury by providing the service at Headley Court.



# LOGO

HighGround has 2 core services:-

- Horticultural Therapy at the Defence Medical Rehabilitation Centre (DMRC) Headley Court which by end 2018 will have become Defence and National Rehabilitation Centre (DNRC) at Stanford Hall
- Land-based employment advice and support for Service Leavers. Reservists and Veterans.

### THE STRAPLINE

# **LIFE BEYOND THE MILITARY – OUTDOORS** is to be used for all material which relates to the land-based employment service.

### **ROOTS TO RECOVERY**

is to be used for all material which relates to the Horticultural Therapy service.

The strapline should appear centered, below the logo where possible or it can be positioned either side of it, depending on what is most appropriate for the piece being designed.

HighGround's corporate image is the logo with no strapline.



LIFE BEYOND THE MILITARY — OUTDOORS



**ROOTS TO RECOVERY** 

Example of the strapline positioned to the right of the logo:



LIFE BEYOND THE MILITARY – OUTDOORS



ROOTS TO RECOVERY

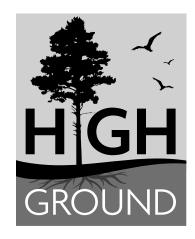


# LOGO

The HighGround logo is the most important element of our visual identity. It must be used on all materials – from web and digital to our supporting literature in print. All logo artwork is available digitally and should never be altered or recreated.

To maintain consistency throughout the brand, it is critical to keep the logo free from alteration and modification.







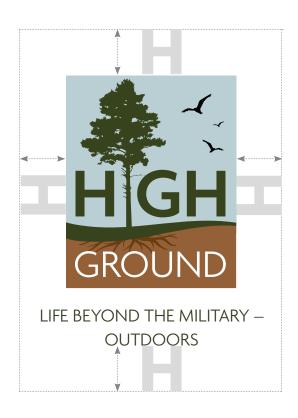
If the logo has to be printed one colour then please use it like this with a 0.5 keyline around it.

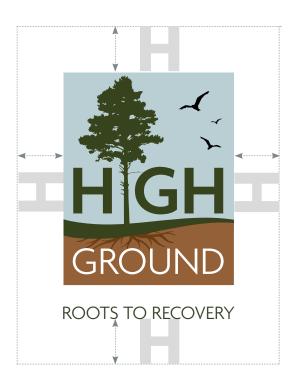


# LOGO POSITIONING AND SIZE

To make sure our logo always looks balanced and uncluttered it has an exclusion zone. The basic rule is that it requires an 'H' space around it on all sides.

Our logo should never appear smaller than 20mm.









# LOGO DON'TS

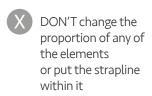
Here are some examples of things we don't want to happen to our logo.

























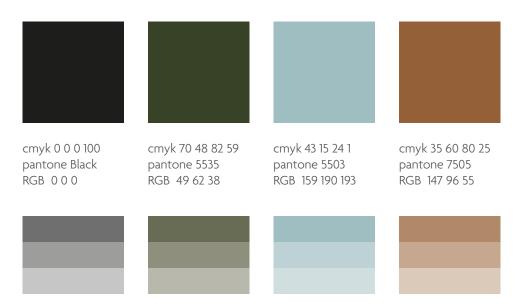


# **COLOURS**

We've kept our main colour palette to a minimum to help build our brand and make it easily recognisable as HighGround.

We sometimes use an accent of an additional colour to highlight information. You can see an example of this on our newsletter designs on page 18.

### PRIMARY COLOUR PALETTE





### **FONTS**

Our main font is Agenda. We generally use Agenda Light for body copy and Agenda Regular or Medium for headlines. Where possible we put the headline into uppercase and in the green from the primary colour palette. Again, where possible we use 90% black for the body copy.

For Word and Powerpoint documents where Agenda may not be available, please use Arial.

Agenda Light

ABCEDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Agenda Roman

ABCEDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Agenda Medium

ABCEDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Agenda Semi Bold

ABCEDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

Agenda Bold

**ABCEDEFGHIJKLMNOPQRSTUVWXYZ 1234567890** 



# **PHOTOGRAPHY**

All our photography is from real life imagery. It's important that we emphasise our value of being 'authentic' and show exactly what we do and the environment that we do it in.













# USING OUR BRAND ACROSS SOCIAL MEDIA

HighGround has a growing social media presence to help achieve our goals and objectives. To-date this includes; Facebook, Instagram, Twitter, LinkedIn, Pinterest, Flickr and YouTube.

Ultimately, through all posts and imagery, we are trying to create transparency and encourage donations. These are some useful keywords to keep in mind:

Engaging Informative Optimistic Transparent

















### WHAT SORTS OF POSTS GO WHERE

Different social media platforms have different audiences, naturally. Here's a little breakdown of what should be posted where, and who you're talking to:



# Facebook

- 70% of Facebook's users are above the age of 34
- Creating Events pages on Facebook are a great way to engage and confirm attendance for stalls, fundraising and events being held for HighGround
- Great place to encourage donations
- Stories from rural weeks
- Job posts



# Instagram

- Instagram is 39% women, 30% men (and the remainder are businesses)
- Their audience is predominantly under the age of 35
- People are looking for beautiful visuals, or engaging content that will teach them something quick
- Curated images and video from rural weeks
- Alerts via stories, possibly job alerts, pushing people towards the LinkedIn group



# **Twitter**

- 37% of Twitter users are between 18 and 25, while 25% are between 30 and 49
- This is a great place for adhoc news and bullets
- Links are active here, so also the perfect place for fundraising
- Great for attracting new followers with learnings and infographics
- Stories from rural weeks
- Job alerts pushing people towards the LinkedIn group



# LinkedIn

- This is a business networking tool, so stick to the following:
- Chairman's letter
- Quarterly newsletters
- Facts and figures
- Stories that have been collated in a really polished way, as you're speaking to corporate bodies and business people
- Job posts





# Pinterest/Flickr

- Less about the text, more important to link through from all images posted to the High Ground website, and pepper your board with links, to gain free exposure
- Links can be created from all images, so another great place to fundraise
- Good place to try and get more 'Friends of HighGround'
- On-site images
- Curated images from Rural weeks
- Images from the garden and greenhouse



### **EXAMPLE POSTS**

Although the image is the same, each audience is different, and can be used in different ways..



# Facebook



This week we've seen some brilliant things roll into motion, namely John Smith finding a perfect land-based role working on XYZ Estate as their new Groundsman. John came to us originally through the Horticultural Therapy programme at Stanford Hall, and now is in full-time employment, and on the road to recovery with some brilliant tools to help combat his PTSD. If you'd like to contribute to HighGround, to help us in our work with serving military personnel, and veterans, please click HERE https://www.justgiving.com/highground or donate through our bio button.

#highgroundcharity



# Instagram



This week we've seen some brilliant things roll into motion, namely John Smith finding a perfect land-based role working on XYZ Estate as their new Groundsman. John came to us originally through the Horticultural Therapy programme at Stanford Hall, and now is in full-time employment, and on the road to recovery with some brilliant tools to help combat his PTSD. What a journey! Please donate through the link in our bio to help.

Always put #s in the first comment, as they still link through to promote the post, but do not show as aggressive marketing in the main caption.

#highgroundcharity #landbasedemployment #jobs #story #outdoors #land #landlover #garden #therapy #powerful #journey #followthejourney #charity #military #army #navy #airforce #british #insight



# Twitter



In July we have seen XX ex-military personel find land-based jobs through HighGround. We're working to raise this number, and any donations you can give to help people like John find his dream role, would go far! Click https://bit.ly/2OlqDXw to donate any amount #charity

Now limited to 280 characters, so the message needs to be short, succinct, and informative – with one # included ALWAYS to boost exposure, for free.



# IMAGE USE ON SOCIAL MEDIA

With the fact that we can't publish photos with Stanford Hall, or any faces of serving personel, here are some ways to get around these limitations, without sacrificing style, or substance!









close up shots of hands working close ups of vegetables/plants growing shots of processes being carried out e.g. planting seeds etc.

shots from above, excluding the face shots within a greenhouse, blurring the outside view

shots of people with caps or hats on from above

Animals, land-based employment setting etc.

images of hands or legs, sides of the body in a horticultural setting

close-ups of locatons, rather than signs enforce military association









## IDEAS, TOOLS & WEBSITES TO HELP

For Twitter, and Facebook sometimes, the character count limits your message. Bitly is a website that shortens links, so that you can still link to a JustGiving page, or website, but the web link its self will take up less space.

https://bitly.com/

All images in the Style Guide were sourced from free online image libraries, that we can use on social media:

RawPixel

Pexels

**PXHere** 

UnSplash

Copy can be used from Rural Week Reports, the Chairman's Letter, Annual or Quarterly Reports, testimonials from serving personnel (no photos to be shown of their faces, of course) and people who have gone through the system to gain land-based employment, etc. These are all available from the website.

### More # ideas that trend, and are popular, are:

[#highgroundcharity always to be included]

CHARITY - #charitytuesday #charity #givingtuesday #insight

OUTDOOR - #landbasedemployment #jobs #land #landlover #garden #work #OA #ruralweek #country #outdoors #vegetables #plants

NARRATIVE - #story #therapy #occupationaltherapy #powerful #journey #followthejourney #andysgarden #highgroundandy #grounding #facts #education #seasons

MILITARY - #military #army #navy #airforce #british



### A4 RURAL WEEKS PERSPECTIVE





Final Report from Weeks Three and Four –December 2015

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A CONSIMUS IN VIGIT
AUCTORTELIUM SE
DIUM TUS COMNEQUE
FACRUM PULEM AUD
AUCTORTELIUM SE
DIUM TUS COMNEQUE
FACRUM PULEM
Glient xx





### A5 LEAFLET



### A4 INFORMATION POSTER

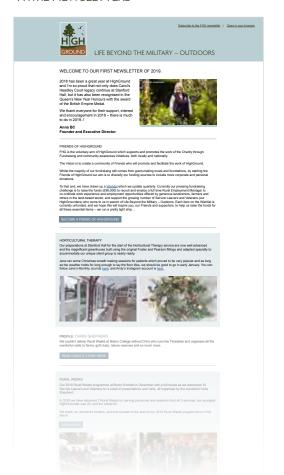


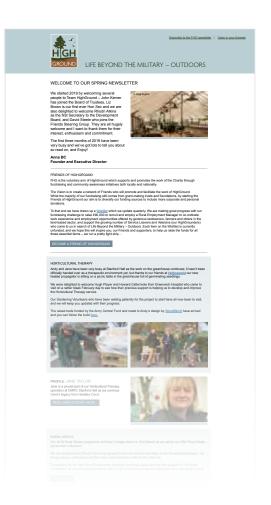
### A5 ADVERT

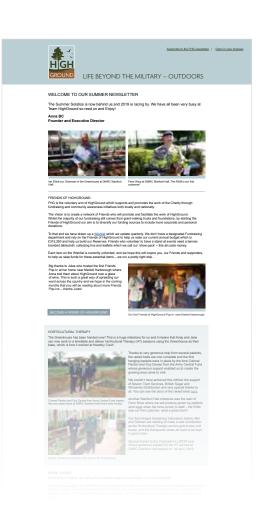




### HTML NEWSLETTERS





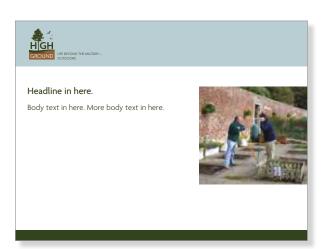




### POWERPOINT TEMPLATE



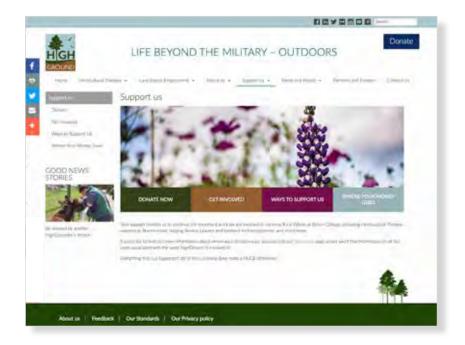






### WEBSITE







# CONTACT

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