

Burngreave Messenger

Thank you for your interest in the Messenger's Office and Distribution Administrator post.

The following information is available to download from the Messenger website :

- Job Description and Person Specification
- Organisational background (at the end of this letter)
- An Application Form
- Monitoring Form

Please fill in the application form and monitoring form and return them to the Burngreave Messenger. We will accept e-mailed copies sent to mail@burngreavemessenger.org but will ask for a signed copy prior to appointment. You can also post your application to Abbeyfield Park House, Abbeyfield Road, Sheffield S4 7AT.

The closing date for applications is 12 noon on Thursday 14th June 2012.
If you are shortlisted, the interviews are likely to be held on Wednesday 20th June.

Candidates should refer to the person specification when completing their application forms.

The monitoring form will be separated from the application form and will not form part of the selection process. The information will only be used to monitor the effectiveness of our equal opportunities policy.

Candidates should be aware that the Burngreave Messenger's office is upstairs in Abbeyfield Park House, which regrettably does not have disabled access.

For informal enquiries about this post, please contact Douglas Johnson on 07981 860 622

We look forward to receiving your application.

Please see over the page for information about the Burngreave Messenger organisation

Burngreave Messenger Ltd, Abbeyfield Park House, Abbeyfield Road, Sheffield, S4 7AT.
Tel: 0114 2420564 e-mail: mail@burngreavemessenger.org
Co. Reg. No: 4642734 Registered Charity 1130836

Burngreave Messenger

Organisational background

The Burngreave Messenger is an independent community newspaper, delivered free, six times per year, to over 9000 households in the Burngreave area of Sheffield. The Messenger was first printed in 1999. It is a not-for-profit limited company and a registered charity whose trustees are residents of the Burngreave area.

Decisions about the content of the Messenger are made collectively by volunteers in the editorial team and website editorial team. Volunteers are involved in writing, photography, design, editing, decision-making, website management and proof reading.

The purpose of the Burngreave Messenger is to build the capacity of Burngreave residents through the production of the Messenger newspaper and website.

We aim to:

- Increase awareness of services and opportunities available to residents
- Increase residents' involvement in local groups and community activities
- Increase confidence and self-esteem in the community by celebrating positive activities and residents achievements
- Increase capacity of residents to identify and address problems in their community by supporting communication with service providers and local decision-making bodies
- Increase involvement of residents from groups who might find it difficult to be involved in the community, in the production of the newspaper
- Support residents to build their skills and confidence through training and volunteer experience
- Increase understanding between different sections of the community