

Burngreave Messenger - job vacancy advertisement

The Burngreave Messenger - Project Co-ordinator

18.5 hours per week (0.5 FTE)

£24,892 per year pro rata (equivalent to NJC Scale SO1, SCP 29)

Temporary for 6 months, January – June 2015

The Burngreave Messenger

The Burngreave Messenger is an independent community newspaper that is delivered free to 9000 households in Burngreave and Fir Vale. Local residents volunteer to develop content for the newspaper, aiming to build awareness and participation in local services, events and activities; enhance pride and cohesion in the community; increase capacity to identify and address problems in the area; and increase understanding between different sections of the community.

We are a registered charity and company limited by guarantee. More details about the organisation and pdfs of the newspaper are on our website, www.burngreavemessenger.org.

The Project Co-ordinator

The Project Co-ordinator is an interim role that will co-ordinate production of the newspaper during the reorganisation of the project.

We are seeking a self-motivated individual with excellent organisational and communication skills and the ability to lead and co-ordinate others to meet strict deadlines within budgetary constraints. You will have extensive experience of working with and supporting volunteers and be sensitive to the needs of our diverse community, demonstrating sound and ethical judgement in decision-making. Working closely with trustees, volunteers and external partners you will co-ordinate the production and delivery of two editions of the Burngreave Messenger in March and June 2015.

You will be able to work flexibly, including attendance at some evening meetings; and available to commence work in early January 2015.

Application details

Job description, person specification and the application form are available at www.burngreavemessenger.org.

CVs will not be considered. Applications should be made using the form provided and emailed to fran@burngreavemessenger.org or posted to Burngreave Messenger, Abbeyfield Park House, Abbeyfield Road, Sheffield S4 7AT

Deadline for applications: 7th December 2014

Shortlisted candidates will be informed by 9th December in time for **interview on 12th December 2014**. Please inform us if you would not be able to attend interview on this date.

To arrange an informal conversation about the post, contact fran@burngreavemessenger.org.