

Job Vacancies at the Burngreave Messenger

The Burngreave Messenger is a community newspaper that is delivered free to 9000 households in Burngreave and Fir Vale. The Messenger is produced by a small staff team working alongside volunteers and partner organisations. For full details see our website www.burngreavemessenger.org.

As we enter a new phase, with a focus on high quality volunteering opportunities, we are recruiting to two new posts:

1. Volunteer Development Worker
2. Project Administrator

The successful applicants will have experience in working in projects with a range of volunteers and involving reporting to funders and partners. They will have excellent knowledge and understanding of the **Burngreave** area or a similarly diverse neighbourhood.

Full details of the post including job description, person specification and application forms can be downloaded from our website at www.burngreavemessenger.org.

For an informal discussion about the post, please contact Fran Belbin, Chair of Trustees, on 0795 855 9088.

The closing date for applications is Monday 25th January 2016. Interviews will be held in week commencing 1st February.