

Job Vacancy: Project Manager / Editor of 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 the post of **Project Manager / Editor**, to manage the delivery of project objectives and oversee the production of the newspaper.

The successful applicant will be experienced in managing projects involving multiple tasks and/or tight deadlines, reporting to funders and partners, and in working constructively with a range of people in the community. They will have excellent knowledge and understanding of the **Burngreave** area, or a similarly diverse neighbourhood. They will demonstrate sound editorial judgement and an ability to produce accurate, engaging communications.

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 contact Fran Belbin, Chair of Trustees, on 0795 855 9088 (not available 18-22 November).

Interested applicants are also welcome to attend our AGM on Saturday 28th November, 11am, in Abbeyfield Park House, Abbeyfield Road, S4 7AT.

The closing date for applications is Monday 7th December 2015. Interviews will be held on Tuesday 15th December 2015.