



Sheffield
ME & Fibromyalgia
Group

Registered Charity 1095416



Communication Development Officer Job Description

Our temporary communications development officer will be responsible for optimising our messaging, furthering our reach to new members, and helping our existing members engage in our offer.

This is a temporary post designed to improve our communications and marketing.

You will be well supported as part of a hybrid team based in modern offices just off Division Street. We offer a generous salary and an opt in 5% employer pension contribution.

Sheffield ME and Fibromyalgia Group is a charity providing information and support to people affected by ME/CFS, Fibromyalgia and long Covid in South Yorkshire and North Derbyshire. We are a member-led charity and you can find more about what we do at <https://www.sheffieldmegroup.co.uk/>.

Post Title: Communications Development Officer (Temporary)

Salary: £25471 pro rata (5% employer pension contribution)

Hours: 8 per week (flexible)

Reporting to: Charity Manager

Location: Hybrid (Sheffield/Home based) or Remote for the right candidate

Holiday Entitlement: 20 days plus statutory holidays pro rata

Duration: fixed term until end of December 2023

Start date: as soon as possible.

NB. Please note we are actively interviewing for this post and may remove the advert before the final deadline should we select an ideal candidate prior to the advertised date.

Job Purpose

You will be responsible for developing the current social media and external communication methods and strategies from the office to charity members, donors, subscribers, stakeholders, and potential future members.

Main duties and responsibilities

- Sending out our regular communications by email and social media
- Updating our website
- Reviewing our messaging and communications strategy/plan
- Exploring ways to automate and schedule regular social media posting
- Designing templates
- Increasing our social media followings and engagement
- Interpreting website, Mailchimp and social media analytics
- Integrating information sources ie. displaying our Google calendar on our website and making our blog compile into a newsletter
- Creating marketing and media assets

Person Specification

Essential

Knowledge

- Comprehensive knowledge of communications and marketing practice
- Knowledge of GDPR

Experience

- Working within an established brand
- Working to deadlines

Skills

- Website editing (Wix)
- Using Mailchimp
- Working in compliance with GDPR, confidentiality and safeguarding procedures
- Using Canva
- Using Social Media on behalf of an organisation (Twitter, Instagram, Facebook)
- Teamwork, organisation, and meeting deadlines

Commitment

- A commitment to improving understanding of the impact of ME/CFS, Fibromyalgia and long Covid, and to promoting fairer access to services and support for those affected.

Desirable

- Working with volunteers

To apply: Send your CV along with a supporting statement (maximum 2 sides of A4, ensuring you address the requirements in the person specification) to

applications@sheffieldmegroup.co.uk

Deadline to apply: 2nd October 2023

Interviews will be held on as applications are received. We may close the opportunity early.

Sheffield ME and Fibromyalgia Group is an Equal Opportunities Employer and welcomes applications from all sections of the community. Post-holders will undergo a DBS check. Data protection: please note that when applying your data will be held in accordance with our [recruitment privacy policy](#).

Sheffield ME & Fibromyalgia Group

The Circle, 33, Rockingham Lane, Sheffield S1 4FW Tel: 0114 2675300

Website: www.sheffieldmegroup.co.uk

Email: applications@sheffieldmegroup.co.uk

Don't hesitate to contact us if you wish to have a chat about the role:
applications@sheffieldmegroup.co.uk / 07753948186