**Job Description – Associate Social Media Content Creator**

**About us**

Sheffield Flourish is an award-winning innovative charity. We aim to support people living with mental health conditions to use their skills, ideas and talent to build the lives they wish to lead.

Our organisation manages two websites: Sheffield Flourish and the Sheffield Mental Health Guide. Alongside this, we support community organisations working in creative arts, gardening and vegetable growing, football and more (check out CAST, Oasis, and Brunsmeer Awareness FC).

Sheffield Flourish is committed to making the most of the assets in our community, working collaboratively with our community wherever possible. We use digital wherever it works, but also recognise the need for face to face interactions.

Our values are very important to us and run through all of our activities:

* We stand for hope and positive change
* We engage critically and constructively with key issues in mental health
* We are realistic about the barriers and exclusions which people living with mental health conditions have to face
* We strive to be inclusive and respectful
* We value the knowledge, ideas, and skills of people living with mental health conditions
* We are innovative and creative

In delivering our aims and objectives we aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma, and reduce social exclusion and isolation.

We are a small hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield and beyond.

**The Role**

This is a temporary position. Our Associate Social Media Content Creator will join our small and supportive digital team, to help develop and shape content for our social media strategy with a particular focus on TikTok!

This will be a fun role that will begin mid-February, and will run over a space of 3 months working 10 days. The nature of the hours means this can be a relatively flexible role.

The successful candidate will be able to create social media content for TikTok and understand the tone, style and language of Sheffield Flourish.

**Key responsibilities**

**Responsible to: Deputy Managing Director**

Associate Social Media Content Creator role:

1. To represent Sheffield Flourish and its digital platforms (such as the Sheffield Mental Health Guide), as well as our community groups and values.
2. To create social media content.
3. Work within our communications guidelines and our tone and style guide.
4. Maintain good working relationships within the team, existing partners and groups.
5. Work within the office and at home.
6. Manage your own schedule and liaise with Sheffield Flourish groups to create content.

**Terms of employment**

* You will be self-employed and responsible for paying your own tax. Guidance is available [here](https://www.gov.uk/employment-status/selfemployed-contractor))
* The role will be 10 days spread over 3 months
* An enhanced DBS check will be required.
* Our office working hours are 9-5 and therefore it is desired that the role will work within these hours, however flexi hours can also be arranged
* Salary will be X per hour