**Job Description – Communications and Digital Manager – Maternity Cover**

**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, Open Door Music 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

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**

The successful candidate will join our small and supportive team of eight people, working across our digital platforms.

This is a creative role that offers a variety of day-to-day tasks including leading on creative digital projects and monitoring and evaluation for all four websites:

* Sheffield Flourish [**https://sheffieldflourish.co.uk/**](https://sheffieldflourish.co.uk/)
* Sheffield Mental Health Guide [**https://www.sheffieldmentalhealth.co.uk/**](https://www.sheffieldmentalhealth.co.uk/)
* Sheffield Suicide Support and Prevention [**https://sheffieldsuicidesupport.co.uk/**](https://sheffieldsuicidesupport.co.uk/)
* My Toolkit [**https://toolkit.sheffieldmentalhealth.co.uk/**](https://toolkit.sheffieldmentalhealth.co.uk/)

You will be overseeing the creative stories and projects on the Sheffield Flourish website with volunteer Creative Content Producers and leading the Sheffield Mental Health Guide team. The role will include cover for the Sheffield Mental Health Guide when needed, including responding to emails, answering phone calls, and inputting information on the website.

We are looking for candidates with an understanding of and commitment to our values (see above).

**Key responsibilities**

**Hours:** 30 hours per week

**Salary:** £ 28,804 (pro rata)

**Cover period:** 12 months

**Responsible to:** Managing Director

**1. General organisational leadership**

* Lead digital projects
* In partnership with Managing Director, develop and implement monitoring and outcome frameworks

**2. Managing people and volunteers**

* Line manage Digital Team of three Information Coordinators
* Oversee the supervision of Creative Content Producers and Editing Panellists
* In partnership with Managing Director, organise team meetings and network meetings

**3. Digital, marketing and communications**

* Strengthen existing and new partnerships as identified in the Sheffield Mental Health Guide implementation plan, with focus on children and younger people services
* Use marketing, communications and digital to engage with the Sheffield Flourish community and ensure people feel involved and invested
* Continually review and moderate all external content
* Management of technical issues
* Oversee social media activities

**4. Personal Development**

* Keep up to date with current developments that affect Sheffield Flourish’s areas of expertise, with a particular focus on digital and coproduction
* Commitment to engaging in support and supervision with the Managing Director
* Commitment to ongoing personal development including attendance at conferences and training

**6. Culture and policies**

* Contribute to the development of an organisational culture of respect and inclusivity
* Work with community in accordance with the culture, values and policies of Sheffield Flourish.

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| **Attributes, skills, knowledge and experience** | **Essential/Desirable** |
| Experience of managing and motivating staff and volunteers | Essential |
| Experience of building strong partnerships and networking | Essential |
| Excellent communication skills, with confidence in speaking with a range of audiences including commissioners, media and the public | Essential |
| Good understanding of website management software | Essential |
| Experience of scheduling, overseeing and content development for a variety of social media platforms, including X (formerly Twitter), TikTok, Instagram and Facebook | Essential |
| Ability to write confidently for a range of audiences, with excellent attention to detail | Essential |
| Experience of working with vulnerable people, particularly those struggling with mental health issues, either through work or in a voluntary or personal capacity | Essential |

**To apply**

For further information and to download the application form please visit the website [www.sheffieldflourish.co.uk](http://www.sheffieldflourish.co.uk) or email [info@sheffieldflourish.co.uk](mailto:info@sheffieldflourish.co.uk)

To apply, please email your completed application form and CV to [info@sheffieldflourish.co.uk](mailto:info@sheffieldflourish.co.uk)

Deadline for application: **6th November 12pm**

Interviews will be held on: **14th and 15th of November**