

South Yorkshire Chaplaincy & Listening Service

Communications Officer – 15 hours p'week initially

(FTE role Salary: £23,000 pro-rata; 3% contribution to auto-enrolment pension scheme; pro-rata 25 days annual leave + bank holidays)

Organisation	South Yorkshire Chaplaincy and Listening Service
Website	www.sycls.co.uk
Address	Alpha House 10 Carver Street Sheffield, S1 4FS
Organisation Background Information	<p>We are a small, rapidly expanding, charity (CIO 1174021) whose stated objective is ‘the preservation and protection of good physical and mental health through the provision of Listening and Chaplaincy Services and confidential Pastoral Care and advice for individuals both inside and outside the workplace throughout South Yorkshire.’ At our core is the Christian ethos to care holistically for people. Essentially, we are an independent, confidential service supporting people through the challenges of life.</p> <p>We partner with organisations to support them in providing a culture and environment of holistic well-being; and empower local volunteers to engage with those facing life’s challenges. This means our volunteer Listeners and Chaplains operate within a wide range of contexts: Primary and Secondary Care, Businesses, Engineering, Schools, Sports Clubs, Fire Service, working with Patients and their Families, Staff, Students, Local community. We work with organisations on an on-going basis, providing 1-1 listening appointments and/or regular chaplaincy visits; but also respond to an organisation following a specific crisis or issue. In addition we provide training in Listening Skills and other well-being related subjects.</p>

Primary Focus of this role	<p><i>Key aims and objectives</i></p> <p>Enhance the visibility of our work to current and potential volunteers and supporters, current and potential Partner Organisations and beneficiaries, wider community, current and potential funders; and to support the effective running and development of our services.</p>
Background to Role	<p>When we consider SYCLS operations it simplistically breaks down into 4 key areas/needs:</p> <p>People (volunteers, staff) - to deliver our services</p> <p>Money – to fund our services</p> <p>Partner Organisations – to partner with in terms of supporting their holistic well-being offering</p> <p>Beneficiaries within the Partner Organisations – to be fully aware and utilising the services being provided.</p>



	<p>Ensuring there is a need for our service and working closely with Partner Organisations in setting up the service is an important part of our initial discussion process. However, once a service has been agreed there is much work to ensure the service operates fully and successfully – this is where the Communications Officer steps in.</p>
<p>Overview of Role</p>	<p><i>What will the job entail</i></p> <p>This focused Communications role links with all our charities functions, teams and services to positively engage others with our services, therefore involves communications support of others in the team as well as their own ‘stand-alone’ activities.</p> <ul style="list-style-type: none"> • Create content that is interesting, creative and accurate for a range of promotional routes and purposes • Manage our social media accounts (continue developing Facebook and Instagram; introduce Linked In as a ‘normal’ platform for us and other relevant platforms) • Ensure a regular social media presence is maintained that fully supports our services and the strategic plan • Ensure mail-out lists and databases are developed to fully assist in the development of our work • Produce appropriate promotional materials (flyers, posters), films/clips, liaising with our videographer • Support staff with promotional events such as volunteer recruitment fairs, opportunities to showcase our services within Partner Organisations • Assist with writing articles, blogs and other forms of written communications • Work with colleagues in developing creative resources that support our services (training materials, wellbeing materials, children’s sharing activities) • Support staff with internal communications and consistent branding • Work with colleagues to gather and sensitively showcase volunteers, Partner Organisations and individual beneficiaries’ stories through written and visual materials • Liaise with Partner Organisations to identify and develop promotional opportunities • Assist with general marketing and branding development <p>These activities are in priority order and will develop down the list as the role expands. Initial priorities will be on social media/web posting, promotional materials, mail outs and design assistance.</p>
<p>Expectations of Post-holder</p>	<p>This role requires an organised approach from someone who is also people-focused.</p> <ul style="list-style-type: none"> • Passion for SYCLS vision and values and sympathetic to our Christian ethos • Ability to excellently promote SYCLS • Strong written and verbal communication skills • Attention to detail • Inter-personal skills: ability to get on with a range of people in different contexts and enjoy liaising with others • Ability to produce engaging content for social media, web, promotional materials, ‘in-house’ newsletters and programmes • Great social media knowledge



	<ul style="list-style-type: none"> • Ability to engage interest in our work • Creativity – eye for design • Compassionate – understanding of challenges facing people and to fully embrace our mission to ‘journey with people through the challenges of life’ • Strong IT skills – word, excel, Canva and other similar programmes • Ability and willingness to work within set budgets • Willing to learn new skills
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Additional Information	<p>The Communications Officer will work closely with other team members both Project staff and Delivery staff to provide communications support for the effective delivery of their roles.</p> <p>We value investing in the continuing professional development of staff and volunteers. As a minimum all our staff and volunteers have opportunity to attend regular modules in subjects related to our core objectives. There will be a need for the post-holder to regularly attend our core Listening and other Well-being courses to ensure familiarity and developing understanding. In addition, a training plan will be agreed with the post-holder to assist in their development of the role.</p>
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Estimate of travel	<p>This role is primarily based at our Sheffield office, but will involve occasional travel across South Yorkshire for effective liaison with Partner Organisations, recruitment and promotional opportunities.</p>
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Time Frame	<p>We will be interviewing on Friday 19th July therefore welcome CV applications by Friday 21st June close of play, stating your experience, relevant training and qualifications, and giving examples of how you meet the post-holder expectations. Please also include a covering letter stating why you are interested in the position. These should be emailed to linda@sycls.co.uk</p> <p>Please note that any candidates invited to interview will be required to bring a portfolio of examples of previous materials, designs, social media posts etc to showcase their approach.</p> <p>Please contact linda@sycls.co.uk or 07896 823749 if you want to discuss before applying</p>
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