



CONNECT INFORM EMPOWER

**Post:** Website Content Manager  
**Hours:** 21 hours per week  
**Type of contract:** Fixed-term 12-month contract  
**Base:** Sheffield Parent Carer Forum  
St Mary's Community Centre  
Bramall Lane  
Sheffield S2 4QZ  
**Salary:** £23,866 pro rata  
**Annual leave:** 25 days plus Bank Holidays pro rata  
**Reporting to:** Chair

### Job purpose

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Sheffield Parent Carer Forum has been commissioned by Sheffield City Council to develop, improve and update the Local Offer website. This is a time-limited project.

The Local Offer website is part of the Sheffield Directory. It contains information about the support and services that the local authority expects to be available in Sheffield for children and young people with special educational needs and disabilities (SEND).

We are looking to appoint a Web Content Manager who can assist us with this project.

**Knowledge of the local SEND landscape, general IT literacy and strong writing skills are more important for this role than technical skills.**

This post would be suitable for a parent carer with relevant skills wishing to return to the workplace after a career break. Training can be provided as appropriate.

### Key responsibilities

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- Implement agreed actions to improve searchability of the site, e.g. by editing keywords and re-categorising existing content
- Review and edit existing content to defined quality standards
- Work in partnership with relevant services to create new content
- Adapt content from print media for the web
- Attend relevant meetings
- Operate within Sheffield City Council and Sheffield Parent Carer Forum policies and protocols. This includes policies and procedures relating to data protection, confidentiality and safeguarding
- Take part in appropriate training, supervision, appraisal as agreed with line manager
- Undertake, by agreement, any other duties, reasonable and appropriate to the post

## Person specification

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### Essential knowledge and skills

- Excellent knowledge of local services for children and young people with SEND and their families, either through personal experience or through working in this area
- Good understanding of relevant legislation and guidance, such as the Children and Families Act 2014 and 0-25 SEND Code of Practice
- Excellent writing and copy-editing skills
- Ability to summarise complex information for a lay audience
- Excellent interpersonal skills
- Good IT skills; experience and proficiency in the use of MS Office applications
- Ability to work accurately and methodically, with close attention to detail
- High level of initiative and ability to work with minimal supervision
- Excellent organisational skills, ability to prioritise own workload and work to tight deadlines
- Ability to work as part of a team

### Desirable knowledge and skills

- Experience of researching, writing and editing content for web publications
- Experience of using content management systems
- Basic knowledge of HTML
- Experience of working within the voluntary sector (paid or unpaid)
- Web design skills
- Degree or equivalent qualification in relevant subject, such as communications, journalism, PR or similar

SPCF is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### How to apply

To apply, please download an application form from our website and email it to [enquiries@sheffieldparentcarerforum.org.uk](mailto:enquiries@sheffieldparentcarerforum.org.uk).

The closing date for applications is Friday 4<sup>th</sup> May 2018.