Sheffield Digital Community Manager

Sheffield Digital is the organisation for businesses and individuals operating in the digital industries in Sheffield and the surrounding region. We currently have 67 business members and 71 individual and freelance members, plus a variety of sponsors and partner organisations.

The Sheffield Digital community manager will be responsible for engaging with the organisation's individual membership and freelancer community in a way which builds value, awareness and engagement. This will be across many different locations and platforms, on and offline around the City.

We're looking for somebody to:

- Be our primary contact for individual members, freelancers and meetup organisers and provide feedback from this community to the directors.
- Be a friendly, confident ambassador for Sheffield Digital.
- Attend meetups to support organisers and act as a liaison between individuals and Sheffield Digital.
- Organise our quarterly Meta-Meetup of meetup organisers.
- Support Sheffield Digital's own events and our participation at other events.
- Monitor and contribute to our social media feeds, Slack channels and events calendar - working alongside our admin manager and content manager.
- Provide a regular update on your activity to the directors.
- Capture data about our community to better understand our membership base and the demographics we serve.

The ideal background of our community manager:

- We are looking for someone who is enthusiastic about Sheffield's digital industry and the people who work in it and who wants to help make sure that Sheffield Digital grows and responds to the needs of this community.
- As this role will involve attending meetups, you will need to be comfortable with learning about technology and technology practises. Ideally, you will have some experience in the digital sector, but you don't need to be technically proficient.

- You'll need to be a great listener and communicator and be happy networking and speaking in front of groups of people.
- You will need to be a self-starter, able to work as part of a virtual team and confident with remote working and using online collaboration tools.

Hours and location

This is a freelance role which we expect to require between 10 and 15 hours per week. Our budget for the role is around £1000 per month.

The role is remote with regular meetings in the Sheffield city centre area. Work times are flexible but will involve attending evening meetings in Sheffield (between 5pm and 8pm usually).

Contract details and how to apply

This is an initial 4 month contract which we hope to be able to renew, subject to raising sufficient funds through membership. The contract will be reviewed at the end of the first 3 months.

If you are interested in this contract, please send your application to mel@sheffield.digital, to be received by 5pm on Friday 14th February. Your application should include:

- A covering email telling us why you are interested in this role
- A CV that includes any experience that you feel is relevant to this role
- Details on the hourly or daily rates you will charge for the work described

Interviews will take place in the following 2 weeks, with the aim to start the contract on 1st March.

We are happy to answer questions - please contact Mel Kanarek: mel@sheffield.digital.

Thanks - we look forward to hearing from you!