Job Vacancies at Sheffield ME & Fibromyalgia Group

We are excited to be recruiting 3 new members of staff to join our team. They will significantly expand the service we are able to offer members and reach out to many more people living with the debilitating chronic illnesses myalgic encephalomyelitis (ME) and fibromyalgia in South Yorkshire.

Information on each role is below including links to the adverts, job description and person specification, and application form where applicable. Please distribute widely across your networks.

# Activities Coordinator

A part-time Activities Coordinator wanted to support and enable those suffering with ME/CFS or Fibromyalgia to join in activities and reduce isolation.

Sessional. £13 per hour, 13 hours/week until Feb 28th 2019.

* Job Advert [here](https://drive.google.com/file/d/16p4f_LknK1pkLVoKvvVccreQL4QHd_HY/view?usp=sharing)
* Job Description & Person Specification [here](https://drive.google.com/file/d/1PTdtdY9GB8bTezlOu5fxRD2Mxtj57-2Y/view?usp=sharing)
* Application form [here](https://drive.google.com/file/d/1EtrQqPRq3_X6u54X_GZAt7JfBixAJJTP/view?usp=sharing)

To apply, please email the application form, including the supporting statement to applications@sheffieldmegroup.co.uk by **noon Monday 15th October 2018**.  Please ensure you address the requirements in the person specification.

# Information Officer

Gather, develop, and design high quality information using a range of media to disseminate to and engage with people with ME and fibromyalgia in their communities and online.

£21,000 pro rata. 30 hours/week. 20 days holiday + statutory holiday pro rata. Pension entitlement.

* Job Advert [here](https://drive.google.com/file/d/1AmD2D-HyqIwZTIg1-iuzfMrb3ZyLeAig/view?usp=sharing)
* Job Description & Person Specification [here](https://drive.google.com/file/d/1r5JYQ7zP7u4ZoFoNG-d3hCKTAk7n1_Ra/view?usp=sharing)

To apply, please download the job description and person specification and send your CV along with supporting statement (maximum 2 sides of A4, ensuring you address the requirements in the person specification) to applications@sheffieldmegroup.co.uk by **midnight Monday 22nd October 2018**.

# Benefits Adviser

The postholder will work to ensure those affected by myalgic encephalomyelitis or fibromyalgia can fully access the benefits they are entitled to, through tailored welfare benefits advice and support.

£21,000 pro rata. 18 hours/week. 20 days holiday + statutory holiday pro rata. Pension entitlement.

* Job Advert [here](https://drive.google.com/file/d/1YXKqiu6xwiqPppRCxUhs9mf-2oPagkKY/view?usp=sharing)
* Job Description & Person Specification [here](https://drive.google.com/file/d/1qvvcFqBHuWL9Z8RGR6aFh1L1DdiM4Ron/view?usp=sharing)

To apply, please download the job description and person specification and send your CV along with supporting statement (maximum 2 sides of A4, ensuring you address the requirements in the person specification) to applications@sheffieldmegroup.co.uk by **midnight Monday 22nd October 2018**.

Sheffield ME and Fibromyalgia Group is an Equal Opportunities Employer and welcomes applications from all sections of the community. Post-holders will undergo a DBS check. Data protection: please note that when applying your data will be held in accordance with our [recruitment privacy policy](https://drive.google.com/file/d/1w6Qp9MCtty4gu9DtQS2maotTWMTU0hhw/view?usp=sharing). Registered Charity 1095416.