



## Job Description and Person Specification

Hello.

Thanks for showing an interest in this role.

We understand that the job description may sound complicated as it is a broad overview of the work. The day-to-day work is fun and enjoyable working with a great supportive team. [About Us | The SUN Network](#)

We have tried to explain any jargon or uncommon words. If there is anything you don't understand, Lois is happy to explain.

We are happy to chat about what the day-to-day work entails. Please contact Lois at [lois.sidney@sunnetwork.org.uk](mailto:lois.sidney@sunnetwork.org.uk) if you want to hear more or have any questions.

<b>Post</b>	Marketing and Content Creation Worker (Maternity cover – 11 months from May 2024 until end of March 2025)
<b>Location</b>	Hybrid. Main office is in Huntingdon - potential for county wide travel
<b>Line Manager</b>	Executive Director – Lois Sidney
<b>Hours</b>	30 hours over 4 days.
<b>Salary</b>	£24,753 pro rata (Actual salary £19,802)
<b>Main Objective</b>	To content manage three websites ( <a href="http://www.sunnetwork.org.uk">www.sunnetwork.org.uk</a> ) ( <a href="http://www.keep-your-head.com">www.keep-your-head.com</a> ) and ( <a href="http://www.coproductiontogether.co.uk">www.coproductiontogether.co.uk</a> ) Also manage social media accounts and create literature using Adobe and Canva. Marketing the organisation. Lead in content creation (e.g. videos, podcasts, imagery etc).

### The SUN Network values

These 5 values have been chosen for us by local people who have needed the support of mental health or drug and alcohol services.

The SUN Network Cambridgeshire and Peterborough  
The Maple Centre: 6 Oak Drive, Huntingdon, Cambridgeshire,  
PE29 7HN

[www.sunnetwork.org.uk](http://www.sunnetwork.org.uk)

Registered Company No: 11167922



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**Overview of the work:**

Content manage websites using Wordpress and Elementor software. Manage social media accounts and support the team to make best use of social media, content creation and any creative technology.

**It is anticipated that this work will be carried out in a collaborative and co-produced way.**

<b>Specific Duties and Responsibilities</b>
Content manage the <a href="http://www.Keep-your-head.com">www.Keep-your-head.com</a> website along with <a href="http://www.sunnetwork.org.uk">www.sunnetwork.org.uk</a> and <a href="http://www.coproductiontogether.co.uk">www.coproductiontogether.co.uk</a> ensuring all information is up to date and correct.
Content manage social media accounts on platforms such as Facebook, X, TikTok, Instagram and Linked in.
<b>Keep Your Head (KYH) activities</b>
Activities around Keep Your Head include:



- Forming and maintaining positive relationships with commissioners and other stakeholders
- Update social media for (4 times per month minimum)
- Run a broken link checker software on KYH monthly and amend any broken links
- Update KYH regularly
- Update the KYH news page monthly (2 times per month minimum)
- Attend system wide communication meetings
- Attend KYH update meetings
- Write quarterly KYH reports for commissioners
- Monitor and share ReciteMe reports with the KYH steering group (Recite me is an accessibility tool to support people to utilise websites)
- Looking for updates from services
- Assisting in the promotion of KYH and other organisations campaigns
- Achieve KYH KPI's, record them in the appropriate excel spreadsheet

### **Sun Network activities:**

- Monitor and update social media accounts
- Create/edit graphics on canva for:
  - Social media
  - Posters
  - Documents
  - Videos
  - Podcasts
  - Banners
  - Business cards
  - Postcards
- Edit PDFs with Adobe
- Create/edit videos using:
  - Canva
  - Adobe creative cloud
    - Photoshop
    - Audition
    - Premier Pro/Premier Rush
- Create and update presentations for training and other meetings (prezi, mentimeter, powerpoint and canva)
- Assist in delivering training
- Undertake training admin:
  - Sending pre-course info
  - Taking photos throughout training (if in-person)
  - Creating certificates
  - Sending post-course info
- Attend monthly meetings with How Are You staff for updates

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- Attend monthly meetings with countywide communications teams for updates
- Ensure branding is consistent throughout the organisation
- Market the organisation, and our work to raise the profile and help people understand what we do and how we do it
- Share the impact of the organisations work
- Share service user involvement opportunities on:
  - Social media
  - Mailchimp
  - SUN website
- Provide technical support on projects/presentations when needed
- Create/edit templates for the team to use
- Update The SUN Network website
- Update the 'Let's Co-Produce' website
- Helping the team with any creative technology needs

**General Duties: (this list is not exhaustive)**

Support the team in the mental health engagement strategy.

Form positive working relationships with service users, service providers, commissioners and stakeholders.

Be aware of and promote all new services, service changes and events/workshops/training within the field of drugs and alcohol or co-occurring conditions.

Ensure non-service users are aware of and signposted to support and information services for drug and alcohol and mental health.

Be aware of and promote updates and changes to governance, policy and local services with regards to co-occurring conditions.

Promote local and world wide event and national days/weeks linked to mental health and drugs and alcohol such as Sober October, World Mental Health day etc.

To help identify barriers to services for seldom heard groups and work with organisations to address those barriers.

To participate in and complete all training relevant to the delivery of the service.

To participate in clinical and/or line management supervision.

To participate in the lone worker duty system.

To undertake all other duties commensurate with the role description.

Commit to personal and professional development outlined in supervision.

To maintain standards of care regarding health and safety, equal opportunities, confidentiality, individual and personal choice.

**Honesty**

- Be open and transparent within your work
- Maintain consistent and clear boundaries within your work and between work and home life
- Be open and responsive to hearing about substance misuse and mental health challenges and challenge any stigma





<p><b>Personalisation</b></p> <ul style="list-style-type: none"> <li>• Be respectful of everyone you encounter within your working day, and treat everyone as an individual</li> <li>• Be fully conversant with and adhere to The SUN Network Diversity policy</li> </ul>
<p><b>Inclusion</b></p> <ul style="list-style-type: none"> <li>• Ensure that you work inclusively and that engagement opportunities are offered in a way that enables everyone to access them</li> <li>• Understand the logistical, physical and emotional support required for participation and aim to minimise or eradicate these barriers</li> </ul>
<p><b>Empathy</b></p> <ul style="list-style-type: none"> <li>• Work in a considered, empathic and non-judgemental manner to encourage engagement</li> <li>• Challenge stigma around substance misuse and mental health</li> <li>• Listen to service user experience in a compassionate and empathic way</li> </ul>
<p><b>Working Together</b></p> <ul style="list-style-type: none"> <li>• Where possible ensure that all work is co-produced with service users</li> <li>• Work with service users, service providers and commissioners to ensure that co-production is being promoted in an ethical and meaningful way</li> <li>• Work well as part of The SUN Network team, promoting and supporting the work, and your colleagues</li> </ul>

## Person Specification

### Co-production Facilitator

Competency	Essential	Desirable
<b>1.0 Mental Health and Drug and Alcohol Experience</b>		
1.1 An understanding of Mental health and/or drug and alcohol issues and how they affect individuals and their families	✓	
1.2 Experience of working in a mental health related field either paid or as a volunteer		✓
1.3 Experience of utilising social media for engagement purposes		✓
1.4 The ability to work in creative and innovative ways to engage people who use mental health and drug and alcohol services		✓
1.5 Ability to engage in individual and group supervision and line management		✓



1.6 Ability to reflect on own practice		✓
1.7 A comprehensive understanding of Boundaries, Risk assessment, and Safeguarding of vulnerable adults and Child protection		✓
1.8 Lived experience of mental health or drug and alcohol challenges		✓
<b>2.0 Education and Life Skills</b>		
2.1 Be educated/trained in a relevant field and have evidence of continued professional development		✓
2.2 Experience and ability to operate the appropriate software to carry out the role. E.g., Wordpress, Elementor, Excel, Adobe, Canva, Word, Prezi.		✓
2.3 Have excellent communication and negotiation skills		✓
2.4 A positive can-do approach, resilient with a sense of humour	✓	
2.5 A team player with the ability to work independently but flexibly	✓	
<b>3.0 Organisational Skills</b>		
3.1 Ability to organise varied priorities and tasks related to both practice and administration		✓
3.2 computer literate inc: writing reports, emails, social networking and managing websites	✓	
3.3 Ability to develop positive relationships and effective networking with mental health and drug and alcohol organisations and other stakeholders		✓
3.4 Ability to organise events and speak in public before a varied group of people		✓
<b>4.0 General</b>		
4.1 Comprehensive understanding and application of Equal Opportunities and Diversity and Inclusion		✓
4.2 Be able to recognise when you need to ask for help		✓
4.3 Car driver – must be willing to use own car to travel across Cambridgeshire and when required transport people who use services. (Business use on car insurance)	✓	



**This post is subject to a satisfactory enhanced DBS clearance.** (Please do not be put off by the DBS check. Not everything that comes up on a DBS check prevents you from being successful in the role)

Please contact [lois.sidney@sunnetwork.org.uk](mailto:lois.sidney@sunnetwork.org.uk) for an application form or an informal chat.

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