

## **ASSIST is Recruiting a Volunteering Coordinator!**

Job Title: ***Volunteering Coordinator***

Responsible for: ***Volunteering programme at ASSIST***

Accountable to: ***Trustees***

Hours: ***Part-time: 21 hours - some evening and weekend work will be required***

Salary: ***£22,500 to £23,500 pa, pro rata'd to 21 hours***

Leave: ***25 days p.a.+ statutory bank holidays, pro rata'd to 21 hours per week***

We are committed to this role as a permanent post, however the initial contract will be for a period of one year and extended subject to funding.

### **ASSIST**

This is an exciting opportunity to use your skills, energy and enthusiasm to make a real difference to a vibrant local charity which supports destitute asylum seekers.

ASSIST Sheffield wouldn't exist without the commitment and hard work of a volunteer-force of around 300 people. You'll be leading ASSIST's volunteering programme, to ensure safe, strategic and successful recruitment of volunteers to the wide range of roles which are crucial to the organisation. You'll be resourcing and facilitating all those who coordinate volunteers at ASSIST, to ensure that volunteers have a good experience. You'll offer ongoing learning opportunities to support the organisation to recruit, train, engage, support, and appreciate volunteers in line with UK law and sector best practice. You'll lead in the collaborative development, delivery and ongoing evaluation of ASSIST's volunteering policy, to further ASSIST's objectives.

You'll be innovative and self reliant with a 'can-do' attitude, but equally able to work collaboratively and consultatively. You'll be a clear communicator with an eye for detail and quality. You'll have great organisational skills and be highly confident using ICT to make administrative and communications tasks easier.

Crucially, you'll care passionately about supporting destitute asylum seekers, and supporting ASSIST to deliver the best service it can. If this sounds like you, we can't wait to hear from you!

*ASSIST is committed to equal opportunities policies and practices and welcomes applications from all sections of the community.*

Applications must be submitted by email to [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk) by **5pm Wednesday 5th April**

We aim to contact shortlisted applicants by Monday 10th April, and interviews are likely to take place on **Thursday 13th April (TBC)**

Queries about the role and the application process can also be addressed to [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk)

Paper applications will not be accepted. Please refer to application pack documents on [www.assistsheffield.org.uk](http://www.assistsheffield.org.uk) for further details: