



Charity registration number: 1100894  
[www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

## **Context of work:**

ASSIST is a registered charity which was founded in 2003 as a response of concerned Sheffield citizens to the destitution of refused asylum seekers. Volunteers are the lifeblood of ASSIST, and many volunteers give the equivalent to full time hours volunteering for ASSIST every week. Without these committed volunteers, ASSIST would not function.

Volunteers work in teams and each team is led by a (volunteer) Team Leader, supported by either a staff member or a trustee. The teams run our services which relate directly to support for clients: a weekly help desk and welfare payment scheme, twice weekly advocacy sessions, accommodation services, and night shelter. Teams also ensure our back office is functioning well, working on: information services, Events Fundraising and Awareness(EFA), finance, office support, and grants.

Most teams run weekly activities which are co-ordinated by volunteer team leaders who meet in a monthly steering committee. The legal responsibility for the organisation is held by a group of trustees who are all actively involved in activities. The office plays a key role in supporting the teams and team leaders and volunteers will look to the successful candidate for administrative support to help them do their work.

Around 95 asylum seekers are supported at any one time. Approximately 60 people volunteer each week in the day to day running of the organisation with a wider pool of volunteers who regularly engage with the ASSIST activities.

There are five staff members, a part time Volunteer Development Worker, a full time Admin and Support Officer, a part time Events and Community Officer, a part time Operations and Development Officer and a part time Accommodation Development worker.

For more information please read our latest annual report. This is available on our website: <http://assistsheffield.org.uk/about>