



Charity registration number: 1154862
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, weekly advocacy and welfare payment sessions, accommodation services, and a 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 coordinated by volunteer team leaders who meet in monthly management committees. 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 six staff members, a full time Client Support Manager and a part time Accommodation Manager who consist of the leadership team. There is also a full time Admin and Support Officer, a part time Volunteering Coordinator, a part-time Community and Events Worker and a part-time Finance and Admin Worker.

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