



Charity registration number: 1154862

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

## **JOB IDENTIFICATION**

Job Title: **Community and Events Officer** (Maternity Cover up to 12 months)

Accountable to: **Resource Manager**

Salary: £18,500 pro rata'd for 14 / 35 hours

Hours: 14 hours per week, worked on a flexible basis. Some evening and weekend work will be required

Holidays: 25 days p.a. pro rata + statutory bank holidays

## **JOB PURPOSE**

To support and encourage ASSIST's supporter base through strengthening communication with the public and existing supporters, awareness-raising and events.

To do this in particular by supporting, resourcing and developing the activities of those volunteers who work on ASSIST's communications, awareness-raising, fundraising and events.

To contribute to the collaborative development, delivery and ongoing evaluation of the community aspect of ASSIST's fundraising strategy, engaging trustees, volunteer teams and staff members in this process.

## **MAJOR DUTIES AND RESPONSIBILITIES**

ASSIST's awareness-raising work and events programme is resourced by highly capable volunteers. You will work with them in a collaborative way to develop ideas, facilitate their implementation and ensure the availability of resources for awareness-raising, events and supporter development.

### **Supporter Development and Communications**

To work and collaborate with other staff and volunteers to ensure that ASSIST achieves its aims for supporter development. Those aims are:

- Build knowledge of our existing supporters including major donors and fundraisers
- Promote and nurture relationships with our supporters including major donors and fundraisers
- Communicate with our supporters regularly, appropriately and effectively about issues and events affecting our clients and of interest to our supporters

- Identify and act on opportunities to grow the supporter base
- Understand the impact of each fundraising activity in terms of money raised, people reached and number of new supporters recruited
- Give existing supporters opportunities to increase their engagement with ASSIST, raise more funds and to act as our 'ambassadors' to help spread the word about asylum and about ASSIST's work
- Ensure that ASSIST uses a range of communication media, e.g. online, social media, press, written and oral communications, to reach a range of supporters and members of the public.
- To develop recognition of the organisation and its values in Sheffield

To oversee the production of promotional materials in line with ASSIST's brand guidelines

To prepare routine reports, including basic statistics relating to activity, for steering group, trustees and funders

### **Events and Awareness raising**

To provide practical support to key volunteers in the development, promotion and implementation of a programme of events which raise funds and/or awareness.

To gather information on the costs, the funds raised, the audience reached and the new supporters recruited at each event. To ensure this information is systematically recorded and made available to the relevant teams.

To ensure availability of up to date, accurate and branded materials for use at events

### **Information and Communications systems**

To make effective use of existing information and communications software to capture supporter and event data, and to optimise ASSIST's effective outreach and engagement

To support volunteers in the use of information and communications systems

To remain current with external trends in information and communications software for community fundraising, including social media.

### **Policy and Compliance**

To follow ASSIST policy, and to support volunteers to follow ASSIST policy, in order that our community events, communications and data handling remain compliant with relevant legislation and best practice.

To work with the Resource Manager to ensure ASSIST policy remains in line with legislation and best practice requirements with regard to: insurance; health and safety; fire regulations; first aid; permissions and licences; food hygiene; gift aid regulations; and safeguarding.

### **Equal opportunities**

- To actively promote the aims, core values and equal opportunities of the ASSIST service.

**Personal Development**

- To identify own training and development needs and undertake training as necessary.

**Other duties**

- To work as a member of the staff team and contribute to the general activities of ASSIST.
- To assist with the planning and organisation of events for ASSIST volunteers.
- Other duties of a reasonable nature as determined by the post-holders supervisor, from time to time, in consultation with the post-holder.

The duties described in this post may over time change and develop to meet the needs of the service. The description of this post may be amended after consultation with the post holder and in relation to individual appraisal.

**EQUAL OPPORTUNITIES STATEMENT**

ASSIST Sheffield is actively opposed to all forms of discrimination on the grounds of age, gender, ethnic origin, nationality, political belief, religion, marital status, domestic circumstance, immigration status, sexual orientation, physical or mental ability, trade union activity, health or formal education.