



Charity registration number: 1154862

www.assistsheffield.org.uk

COMMUNITY AND EVENTS OFFICER PERSON SPECIFICATION (MATERNITY COVER)

Experience - essential	
1	Experience of working within a team
2	Experience of writing reports to a specified format
3	Experience of working with volunteers
4	Experience of event coordination
5	Experience of Charity Fundraising
Experience - desirable	
6	Experience of working with asylum seekers or people who face adversity
7	Experience of coordinating volunteers
8	Experience of using Social Media to promote an organisation
9	Experience of using CiviCRM
Skills and Competencies - essential	
10	Proactive team worker: able to form and maintain effective relationships and to work in an empowering and participatory style

11	Excellent communication skills: confident, accurate and sensitive both orally and in writing with both individuals and organisations at different levels
12	Excellent organisational skills
13	Ability to work with minimum supervision and to demonstrate initiative
14	Excellent time management and ability to manage and prioritise own workload
15	Able to demonstrate excellent IT competencies
Skills and Competencies - desirable	
16	Basic design and desktop publishing skills
Knowledge and Understanding - essential	
17	Understanding of issues of confidentiality
18	Knowledge and understanding of social media and online communications
19	Empathy with the needs of asylum seekers and the aims of ASSIST.
20	Understanding of and willingness to work with diversity and cultural difference.
Knowledge and Understanding - desirable	
21	Some awareness of asylum issues
22	Understanding of the role of policy in volunteer organisations