



Charity registration number: 1154862

www.assistsheffield.org.uk

GRANTS OFFICER PERSON SPECIFICATION (MATERNITY COVER)

Experience - essential	
1	Experience of writing grant applications
2	Experience of writing reports to a specified format
3	Experience of working with volunteers
4	Experience of working within a team
5	Experience of performing administration tasks
6	Experience of researching potential funders
Experience - desirable	
7	Experience of analysing data
8	Experience of coordinating volunteers
8	Experience of using CiviCRM
Skills and Competencies - essential	
9	Proactive team worker: able to form and maintain effective relationships and to work in an empowering and participatory style

10	Excellent communication skills: in particular in writing and able to conform to specified guidelines
11	Excellent organisational skills
12	Ability to work with minimum supervision and to demonstrate initiative
13	Excellent time management and ability to manage and prioritise own workload
14	Able to demonstrate excellent IT competencies
Skills and Competencies - desirable	
15	Gmail, Google Docs and Google Sheets skills
Knowledge and Understanding - essential	
16	Empathy with the needs of asylum seekers and the aims of ASSIST
17	Knowledge of Funders / Grant Making organisations
18	Understanding of and willingness to work with diversity and cultural difference.
Knowledge and Understanding - desirable	
19	Some awareness of asylum issues
20	Understanding of the role of policy in volunteer organisations