

ASSIST is recruiting a Resource Manager

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| Job Title: | Resource Manager |
| Responsible to: | Trustees |
| Hours: | 21 (part time) |
| Salary: | £28,000 pa (pro rata) |
| Responsible for: | Work of ASSIST's Resource volunteer teams Community and Events Worker, Finance and Admin Worker |
| Location: | ASSIST Sheffield, Victoria Hall Methodist Church, Norfolk St, Sheffield |

About the role

This is an exciting opportunity to lead our experienced and diverse volunteer teams in delivering high-level back office support services for a unique Sheffield charity supporting destitute asylum seekers. The postholder will join a small leadership team, collectively holding responsibility for the work of ASSIST.

You will be committed to the wellbeing of asylum seekers and to the values of solidarity and respect which underlie ASSIST's work.

You will have experience in developing and implementing successful fundraising strategies, as well as in financial management. A confident and proficient user of information technology you are able to effectively manage projects from design to completion, including projects outside your area of expertise.

You will be confident in enabling other staff members and volunteers to work effectively and collaboratively across the whole organisation, thrive on teamwork in a dynamic and challenging environment, and will be ready to bring your skills to new leadership structures in a vibrant, learning organisation. You are an excellent communicator, committed to forging positive relationships with partners, and ready to hold responsibility confidently and transparently.

About us

ASSIST is a well-established charity which has supported refused destitute asylum seekers for 13 years. With a 200+ volunteer workforce and a small staff team this is a dynamic and challenging working environment.

If this job sounds like you, we would love to hear from you.

Completed Applications should be emailed to: jobs@assistsheffield.org.uk

Deadline for applications – **Monday 9th October 2017 at 5 pm**

Interview Date – **Friday 27th October 2017**

ASSIST is committed to equal opportunities policies and practices and welcomes applications from all sections of the community.