



Challenging Asylum Destitution  
Charity registration number: 1154862  
[www.assistsheffield.org.uk](http://www.assistsheffield.org.uk)

## **JOB DESCRIPTION**

Job Title: Resource Manager

Responsible for: **Community and Events Worker,  
Finance and Admin worker**

Accountable to: **Trustees**

Salary: £28,000 (pro rata)

Hours: 21 hours per week (part time)

Holiday: English bank holidays + 25 days pa pro rata

## **JOB PURPOSE**

- To lead in the development and implementation of ASSIST's funding strategy;
- To be responsible for the maintenance and development of ASSIST's finance systems;
- To have oversight and management of ASSIST's digital developments and information system;
- To operate as a member of ASSIST's leadership team;
- To support trustees in ensuring ASSIST's compliance with relevant legal frameworks;
- To contribute to the development and maintenance of a collaborative ethos within ASSIST and an effective challenge to asylum destitution.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Leadership Team: Common Joint Responsibilities:**

To be a member of ASSIST's leadership team, and in this capacity to:

- Contribute to the development, implementation and review of ASSIST's strategic plan;

- Contribute to identification of service development opportunities and resource needs;
- Contribute to a collaborative ethos within ASSIST;
- Contribute to equipping ASSIST to challenge asylum destitution as effectively as possible;
- Keep ASSIST's whole organisation risk assessment under review;
- Ensure effective communication across ASSIST;
- Update and implement ASSIST's policies;
- Share in ensuring the development and functionality of ASSIST's information systems;
- To ensure regular and frequent production of a newsletter or briefing for all staff and volunteers in ASSIST;
- To be responsible for production of ASSIST's Annual Report;
- Report regularly to trustees on their specific responsibilities and on the leadership team's shared responsibilities.

### **Resource post specific responsibilities:**

#### **Funding and finance**

- To lead on developing and implementing ASSIST's funding strategy;
- To maintain and communicate an overview of funding streams;
- To facilitate communication between staff and volunteers involved in grant funding, supporter development and events;
- To take lead responsibility for funding applications;
- To ensure that reports to funders are submitted in a timely fashion;
- To work with other members of the leadership team to ensure that information needed for grant reporting is available;
- To report regularly to trustees on ASSIST's funding position, including plans, achievements and needs;
- To furnish the Treasurer with information to enable regular financial reporting to trustees;
- To ensure implementation of financial procedures;
- With the Treasurer, to draft and update the budget.

#### **Digital development and information systems**

- Lead on developing ICT strategic plan and ensure it is implemented by the ICT team.
- Project manage any digital or information developments in ASSIST
- Report to Trustees on progress with the ICT strategic plan
- Commission and scrutinise any third party tenders and contracts relating to resource provision in ASSIST.

#### **Communication**

- To ensure effective and relevant communication within ASSIST about budgets and other resources so that staff and volunteers are equipped with the information they need to carry out their roles;

#### **Statutory compliance**

- To act as ASSIST's Data Protection Officer, at present for the purposes of the Data Protection Act 1998 and to lead the organisation's processes to ensure compliance with

the General Data Protection Regulation for commencement in May 2018.

### **Personnel**

- Manage the Community and Events worker, ensuring that the person in that post has a full opportunity to contribute to funding strategy, and is supported with the resources they need to work effectively;
- Manage the Finance and Admin worker, ensuring that the person in that post has the resources they need to work effectively, and fulfils their job description;
- Manage the volunteer ICT team to develop reliable ICT systems to support communication and data management across the organisation.
- Manage the volunteer ICT team to implement the ICT strategic plan

### **General Responsibilities**

- To participate in training to facilitate personal development
- To participate in meetings and chair/facilitate or take minutes as appropriate

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

This post involves significant organisational tasks, effective team working and a high level of communication skills.

The worker will be managed by a Trustee.

### **EQUAL OPPORTUNITIES**

- To actively promote the aims, core values and equal opportunities of the ASSIST service.
- To observe the ASSIST's Equal Opportunities Policy in their behaviour to the public and fellow employees