



Charitable Incorporated Organisation no: 1154862

www.assistsheffield.org.uk

ASSIST Sheffield is a registered charity founded in 2003 as a response from concerned Sheffield citizens to the destitution of refused asylum seekers. ASSIST has a small staff team and a large number of volunteers. Without these committed volunteers, ASSIST would not function. Our volunteers work in teams managed and supported by a staff member.

Until the Covid-19 outbreak affected our services, the teams ran each of our services which related directly to support for clients: A weekly Help Desk at the Refugee and Asylum Multi-Agency drop-in, weekly support sessions, accompanying, accommodation and an emergency night shelter. Teams also ensured our back office functions well, working on our information systems, events, fundraising and awareness-raising, finances, grant applications and office/admin support.

During the last eleven months staff have been continuing our work from home, whilst face to face support for clients has been provided through monthly welfare sessions and regular house visits. We have kept in touch with clients through weekly phone calls conducted by both staff and volunteers.

The legal responsibility for the organisation is held by a board of trustees. The charity's operational oversight and decision making functions are held by a leadership team of three key staff members and two volunteer representatives who meet weekly.

Up to a maximum of 100 destitute refused asylum seekers are supported at any one time. Pre-covid, approximately 300 people were volunteering overall in the day to day running of the organisation with varied levels of time commitment.

There are currently ten staff; two part time Client Support Managers working a job share and a part time Accommodation Manager who comprise the staff element of the leadership team. There is also a full time Office Coordinator, a part time Volunteering Coordinator, a part time Finance and Admin Officer, a part time Admin and Support Officer, a part-time Community and Events and Grants Officer, a part time Accommodation Coordinator (emergency) and a part time Maintenance Officer.

For more information please read our latest annual report. This is available on our website: <http://assistsheffield.org.uk/about-us>