



Charitable Incorporated Organisation no: 1154862

www.assistsheffield.org.uk

Context of work:

ASSIST Sheffield is a registered charity founded in 2003 as a response from concerned Sheffield citizens to the destitution of refused asylum seekers. Volunteers are the lifeblood of ASSIST and many volunteers give the equivalent of full time hours volunteering for ASSIST every week. Without these committed volunteers, ASSIST would not function.

Our volunteers work in teams with each led by a (volunteer) Team Leader, supported by a staff member and through monthly management committees. The teams run each of our services which relate directly to support for clients: A weekly help desk at the Refugee and Asylum Multi-Agency drop-in, weekly support and advocacy sessions, accommodation and an emergency night shelter. Teams also ensure our back office functions well, working on our information systems, events, fundraising and awareness-raising, finance, grant applications and office/admin support.

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.

Around 90 asylum seekers are supported at any one time. Approximately 300 people volunteer overall in the day to day running of the organisation with varied levels of time commitment.

There are currently nine staff roles; a full time Client Support Manager, a part time Accommodation Manager and a part time Resource 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 Community and Events and Grants Officer, a part time Accommodation Coordinator 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>