



ASSIST Sheffield Communications, Events and Fundraising Coordinator Job Description

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| Job Title: | Communications, Events and Fundraising Coordinator |
| Responsible to: | Operations Manager |
| Responsible for: | Community and Events Team Volunteers Grants Team Volunteers |
| Hours: | 28 hours |
| Salary: | £29,447.60 (pro rata) |
| Holidays: | 27 days plus Bank Holidays, (pro rata'd) |
| Location: | Victoria Hall Methodist Church, Norfolk St, Sheffield |

Job Purpose:

The Communications, Events, and Fundraising Coordinator aims to enhance ASSIST Sheffield's funding, communications, and outreach efforts by leading on small grant applications, managing donor relationships, and coordinating impactful events. The position focuses on increasing visibility, building community connections, and supporting financial sustainability.

Key Responsibilities

1.1 GRANTS

To work closely with the Operations Manager and ensure that ASSIST achieves its aims for grant applications.

Those aims are:

- Build knowledge of our existing grant funders
- Maintain relationships with our current funders

- Research and develop relationships with new funders
- Ensure ASSIST fulfils its reporting requirements to its funders
- Lead on small grant applications (under 10k)
- Collaborate on and contribute to large grant applications, with scope for leading, if appropriate
- To build and maintain a volunteer Grants team via:
 - Support new team volunteers
 - Plan, convene and minute grant team meetings
 - Support with the monitoring of the work of the grants team
 - Oversee the grants group email account
 - Maintain the grants calendar for reporting and application deadlines

1.2. COMMUNICATIONS

Working with ASSIST's Director and Strategic Communications working group, this post will take the lead on coordinating communications work.

This will include:

- Enhancing the visibility of ASSIST's work
- Managing ASSIST's social media platforms
- Resharing local and national campaign information
- Designing and producing 'share-worthy' online materials in line with the mission, vision and values of the organisation
- Monitoring and reporting on the success of online posts and electronic newsletters, drawing on quantitative and qualitative engagement data
- Facilitating safe routes for co-production of content with beneficiaries, ensuring their voice is represented
- Convening our Strategic Communications working group

1.3. INDIVIDUAL SUPPORTER WORK

We are lucky enough to be generously supported by many residents of Sheffield. In order to maintain ASSIST's stability this post will develop and increase the number of people able to give regularly.

This includes:

- Being the main point of contact for donors and interested parties
- Giving existing donors opportunities to increase their engagement with ASSIST, raising more funds and to act for us as our 'ambassadors' to help spread the word about asylum issues and ASSIST's work
- Work alongside the Director and Operations Manager to develop major donors and legacy giving
- Networking with potential donors and interested parties
- Maintaining regular contact with supporters through specialised newsletters, thanking, acknowledgement and updates, in line with GDPR
- Checking/monitoring our online donation platforms, postal donations and donations reports, in collaboration with our finance team.

1.4 COMMUNITY EVENTS

To work closely with our Volunteer and Community Outreach Coordinator to develop ASSIST's community-based awareness-raising work and events programme, building links, raising funds and centring the reality of the impact of the Hostile Environment.

This role will;

- Develop and work closely with a volunteer team, that includes clients, which increases our capacity to participate in Fundraising & Awareness raising events work
- Ensure availability of up-to-date, accurate and branded materials for use at events
- Manage enquiries and offers from external groups and individuals to put on fundraising or awareness raising events for ASSIST and arrange for people to attend these events and represent ASSIST
- Evaluate and assess the cost, impacts and success of our events
- View our events as opportunities to build and contribute to a local and national network of solidarity, promoting connections and collaboration in the pushback against the Hostile Environment

- Have responsibility for organising ASSIST's AGM each year.

1.5 STRATEGIC PLANNING

This post will develop and implement ASSIST's fundraising and communications plan. This strategic work will be co-produced in collaboration with the Director, clients, staff and ASSIST community members. Specific tasks will include:

- Creating a plan of activity for fundraising campaigns, communications and newsletters across the financial year including budgets required and income generation targets
- Developing plans to cultivate volunteers and fundraisers to support with communication and fundraising tasks (where appropriate)
- Plan and implement the strategic development of an individual support journey that would see an increase in giving
- Design and create new individual giving opportunities including legacy giving

1.6. Record Keeping, Monitoring and Evaluation

- Maintain thorough and accurate records of research, contacts, relationships, and activities on our contact database
- Accurately record all income raised through regular and one-off giving
- Working closely with the Operations Manager and Service leads, you will look at ways to develop and implement our monitoring and evaluation systems so that we can effectively report on our work to funders, clients and other stakeholders. We also believe that effective M&E supports us to grow and develop as an organisation and wish to have easier ways of analysing our work.

An offer of employment is subject to a satisfactory Disclosure and Barring Service (DBS) check.