



ASSIST Sheffield is recruiting a Communications, Events and Fundraising Coordinator!

Job Title: Communications, Events and Fundraising Coordinator

Responsible to: Director/Operations Manager (tbc)

Responsible for: Community and Events Team Volunteers
Grants Team Volunteers

Hours: 28 hours

Salary: £26,208 – £28,043 (pro rata)

Holidays: 25 days plus Bank Holidays, pro rata'd

Location: Victoria Hall Methodist Church, Norfolk St, Sheffield

Main Purpose of the Job:

This is an exciting new post within ASSIST Sheffield, ready for the right person to utilise their passion and skills to work alongside our clients and our wider community.

With a focus on grant writing, events coordination, awareness raising and community fundraising, we are looking for someone whose;

- > Powers of persuasion will bring in new funds and new supporters as well as promote campaigns on the political and social issues that affect our client's lives
- > Passion for building community networks will be reflected in the varied programme of events you co-create with our clients and volunteers
- > Written skills and flair for storytelling will enable us to submit competitive grant applications
- > Values support building power and connection between the various communities ASSIST Sheffield is connected to

The ideal candidate for the Communications, Events and Fundraising Coordinator role will be innovative, organised and have excellent attention to detail.

You'll be motivated by ASSIST's aims of supporting people who have been refused asylum and be ready to bring your energy and enthusiasm to supporting the work of ASSIST.

If this sounds like the role for you, we look forward to receiving your application.

(No-one ever meets all the criteria on a person specification; if you feel you are a good fit for this role but don't meet all of the essential criteria, please do apply and persuade us, using your excellent communication skills, why we should invite you to interview).

BENEFITS

- Access to an Employee Assistance Programme - providing counselling and a range of other benefits
- 6% Employer contribution to our workplace pension scheme
- Cycle to Work scheme
- Free Eye Tests
- Effective Line Management, personal and professional development opportunities, A supportive, well-being-focused work environment, and the opportunity to be part of an effective, well-respected community organisation

Application Packs are available to download from our website:

www.assistsheffield.org.uk

Please complete the application form in as much detail as possible.

Completed Application Forms, queries about the post or requests to discuss the role should be emailed to: jobs@assistsheffield.org.uk Please be aware that we will not accept CVs.

Deadline for applications: **9am, Thursday 30th November 2023**

Interview Date: **w/c 4th December 2023**

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

ASSIST is committed to equal opportunities policies and practises and welcomes applications from all sections of the community. We particularly welcome applications from people with lived experience of the asylum system.

ASSIST Sheffield is a Charitable Incorporated Organisation, no: 1154862.