

ASSIST Sheffield

Communications, Events and Fundraising Coordinator Person Specification

Personal qualities	Essential	Desirable
A committed collaborator bringing enthusiasm and positivity to their work	x	
Takes initiative and is able to problem-solve and identify solutions	x	
Shows resilience and patience	x	
A swift learner	x	
Passion for working in an organisation committed to ending the Hostile Environment and centring the voice of Experts by Experience	x	
A people person, that thrives on building relationships	x	
Personal commitment to and belief in Equality for All	x	

Skills	Essential	Desirable
Ability to write compelling content across multiple forums for different audiences	x	
Ability to build and maintain partnerships and relationships with a range of stakeholders	x	
Ability to problem-solve and think strategically	x	
Proficiency with word processing, competence with common data management and video conferencing systems, ability to learn new software	x	
Ability to network and establish fruitful connections	x	
Confidence in public speaking	x	

Ability to work sensitively alongside people with lived experience of the hostile environment	x	
Ability to work collaboratively	x	
Ability to spot gaps, assess needs and develop creative approaches to grant application processes	x	

Experience	Essential	Desirable
Experience of making large and small successful grant applications		x
Experience of using social media, websites and/or communications to engage with supporters or the public	x	
Experience of coordinating public events	x	
Knowledge of the asylum process and national policy in this area		x
Lived experience of the asylum system or forced migration		x
Lived experience of global majority communities and networks		x
Experience of monitoring and evaluation		x

Knowledge	Essential	Desirable
Knowledge and understanding of the experiences of people seeking asylum		x
Knowledge regarding the presence and impacts of racism and other forms of oppression in society and organisations	x	
Knowledge of sources of support for people who have been refused asylum; who provides it, and how ASSIST fits into this		x
Knowledge of one or more community languages, including Kurdish Sorani, Arabic, Farsi, Oromo, Amharic		x