



**ASSIST Sheffield**  
**Communications, Events and Fundraising Coordinator - December 2024**

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Passion for working in an organisation committed to ending the Hostile Environment and centring the voice of Experts by Experience	<b>x</b>	
A people person, who enjoys building relationships and opportunities for community connection.	<b>x</b>	
An organised, details-oriented person who can manage a complex and wide-ranging role	<b>x</b>	
Someone who can motivate and engage others	<b>x</b>	
Passion for the power of creating change through communications work	<b>x</b>	

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Skilled in networking, relationship building, and written communication for very different audiences. Knows the power of good communication	<b>x</b>	
Ability to write strategic project proposals and plans (e.g. fundraising plan, communications plan)	<b>x</b>	
Ability to manage and motivate teams of volunteers	<b>x</b>	
Proficiency with social media, word processing, competence with common data management and video conferencing systems, ability to learn new software	<b>x</b>	
Ability to work sensitively alongside people with lived experience of the hostile environment	<b>x</b>	
Ability to develop and maintain appropriate monitoring and evaluation systems	<b>x</b>	

Ability to take the initiative and lead, collaboratively, ASSIST's fundraising and awareness-raising work	<b>x</b>	
Proficiency with design software and website content creation		<b>x</b>

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience with successful grant applications up to £10k	<b>x</b>	
Experience of using social media, websites and/or communications to engage with supporters or the public	<b>x</b>	
Experience of coordinating successful events - large or small	<b>x</b>	
Knowledge of the asylum process and national policy in this area		<b>x</b>
Lived experience of the asylum system or forced migration		<b>x</b>
Lived experience of global majority communities and networks		<b>x</b>
Experience of monitoring and evaluation		<b>x</b>

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