



ASSIST Sheffield are recruiting a Community, Events & Grants Officer!

Job Title:	Community, Events & Grants Officer
Responsible to:	Community, Events & Grants Coordinator
Responsible for:	Community and Fundraising Team Volunteers
Hours:	21 hours
Salary:	£19,731 pa (pro rata) increasing to £20,224 pa (pro rata) from 01/04/2022
Holidays:	25 days plus Bank Holidays
Location:	Victoria Hall Methodist Church, Norfolk St, Sheffield

This is an exciting opportunity to use your skills to make a real difference to a vibrant local charity which supports destitute people seeking asylum. As Community, Events & Grants Officer, you will support and encourage ASSIST Sheffield's supporter base through strengthening communication with the public and with existing supporters. You will raise awareness of ASSIST and raise funds through communication and events and by applying for grants.

You'll be confident working independently, but equally able to work within a team, and to effectively support volunteers who are keen to raise awareness of our work.

You'll be an excellent communicator, both written and orally, being able to communicate well with multiple different organisations and individuals. You'll have great organisational skills and be able to manage your own time effectively.

You'll be motivated by ASSIST's aims of supporting people seeking asylum, and be ready to bring your energy and enthusiasm to supporting our work. If this sounds like the role for you, we look forward to receiving your application.

Application Packs are available to download from our website:
www.assistsheffield.org.uk

Completed Application Forms should be emailed
to: jobs@assistsheffield.org.uk

Please be aware that we will not accept CVs.

Deadline for applications – 12 noon on Monday 28th February 2022

Interview Date – w/c 7th March 2022

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.