



ASSIST Sheffield

Community, Events & Grants Officer Job Description

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

JOB PURPOSE

To support the development of ASSIST Sheffield's Trust and Foundation support. Research, develop, write and submit bids and thank and acknowledge Trusts.

To develop, support and encourage ASSIST's supporter base through strengthening communication with the public and existing supporters, awareness-raising and events.

To do this in particular by supporting, resourcing and developing the activities of those volunteers who work on ASSIST's communications, awareness-raising and events.

To support the collaborative development, delivery and ongoing evaluation of the community aspect of ASSIST's fundraising strategy, engaging trustees, volunteer teams and staff members in this process.

To provide support in monitoring and evaluation to enable accurate reporting of impact.

MAIN DUTIES/RESPONSIBILITIES

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

To support ASSIST's awareness-raising work and events programme working with a volunteer team in a collaborative way to develop ideas, facilitate their implementation and ensure the availability of resources for awareness-raising, events and supporter development.

Trusts and foundations.

To work and collaborate with Trustees, staff and volunteers to ensure that ASSIST achieves its aims for grant applications. Those aims are:

- Build knowledge of our existing grant funders.
- Maintain relationships with our funders.
- Research and develop relationships with new funders.
- Report to funders.
- Draft grant applications
- Support Community, Events and Grants Officer and Executive Director to submit applications

Support the Grants team meetings and volunteers

- Support new team volunteers
- Plan, convene and minute grant team meetings
- Monitor work of the grants team
- Oversee grants group email account
- Maintain calendar for reporting

Supporter Development and Communications

To work and collaborate with other staff and volunteers to ensure that ASSIST achieves its aims for supporter development. Those aims are:

- Build knowledge of our existing supporters including major donors and fundraisers
- Promote and nurture relationships with our supporters including major donors and fundraisers
- Communicate with our supporters regularly, appropriately and effectively about issues and events affecting our clients and of interest to our supporters
- Identify and act on opportunities to grow the supporter base
- Understand the impact of each fundraising activity in terms of money raised, people reached and number of new supporters recruited

- Give existing supporters opportunities to increase their engagement with ASSIST, raise more funds and to act as our 'ambassadors' to help spread the word about asylum and about ASSIST's work
- Ensure that ASSIST uses a range of communication media, e.g. online, social media, press, written and oral communications, to reach a range of supporters and members of the public.
- To develop recognition of the organisation and its values in Sheffield

To be the first point of call for press queries to ASSIST and to route them appropriately.

To oversee the production of promotional materials in line with ASSIST's brand guidelines

To prepare routine reports, including basic statistics relating to activity, for staff, trustees and funders

Events and Awareness raising

To provide practical support to key volunteers in the development, promotion and implementation of a programme of events which raise funds and/or awareness.

To gather information on the costs, the funds raised, the audience reached and the new supporters recruited at each event. To ensure this information is systematically recorded and made available to the relevant teams.

To ensure availability of up to date, accurate and branded materials for use at events

To work with the Community, Events and Grants Coordinator to assess the cost of events and supporter development work.

Information and Communications systems

To make effective use of existing information and communications software to capture supporter and event data, and to optimise ASSIST's effective outreach and engagement

To support volunteers in the use of information and communications systems

To remain current with external trends in information and communications software for community fundraising, including social media.

Monitoring and evaluation

- Identify information required for reporting and develop ways to retrieve this data from CiviCRM.
- Work alongside other teams to ensure flow of information for reporting.

- Work with other staff to develop and implement monitoring and evaluation of outcomes.

Policy and Compliance

To follow ASSIST policy, and to support volunteers to follow ASSIST policy, in order that our community events, communications and data handling remain compliant with relevant legislation and best practice.

Equal opportunities

To actively promote the aims, core values and equal opportunities of the ASSIST service.

Personal Development

To identify own training and development needs and undertake training as necessary.

Other duties

- To work as a member of the staff team and contribute to the general activities of ASSIST.
- To assist with the planning and organisation of events for ASSIST volunteers.
- Other duties of a reasonable nature as determined by the post-holders supervisor, from time to time, in consultation with the post-holder.

The duties described in this post may over time change and develop to meet the needs of the service. The description of this post may be amended after consultation with the post holder and in relation to individual appraisal.

Equal Opportunities Statement

In accordance with the Equality Act 2010 and in line with ASSIST Sheffield's recruitment policy, no prospective or actual employee is discriminated against on the basis of race, gender, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

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

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