



## **ASSIST Sheffield Community, Events & Grants Officer Person Specification**

<b>Essential</b>	
1	A high level of written and spoken English
2	At least one year's experience of making successful grant applications
3	Experience of effective communications with supporters
4	Experience of working in, or partnership with, the third sector
5	Experience of working with volunteers
6	Ability to problem-solve, research information and work independently
7	Proficiency with word processing, competence with common data management and video conferencing systems
8	Ability to work online, and to support volunteers to do this
9	Ability to learn new software and systems
10	Ability to juggle priorities, manage time and ask for help when needed
11	Demonstrable solutions-focused attitude
12	Confidence in public speaking
<b>Desirable</b>	
13	Two or more years experience of making successful grants applications
14	Experience of managing volunteers
15	Lived experience of forced migration or the asylum system

16	Lived experience of BAME communities and networks
17	Educated to degree level or equivalent work experience
18	Experience of coordinating public events
19	Experience of overseeing public social media accounts, websites and of online communications
20	Knowledge of the asylum process and national policy in this area
21	Experience of monitoring and evaluation
22	Experience with design platforms and software
23	Experience of working with, or connections with, students
24	Experience of Charity Fundraising